

# Internship Opportunity

A winner of more than 400 international awards, Emirates operates one of the world's youngest, most environmentally-friendly and technologically advanced fleet of over 250 aircraft. Our rapidly expanding network spans over 150 destinations in 80 countries.

Join our successful team! We give students the possibility to gain valuable work experience in our City Office in Vienna as trainees in the **Marketing & Sales Department**.

## Main tasks and responsibilities:

- Managing the B2B trade communication by website, mailings and phone
- Initiating and handling of internal & external campaigns (for example raffles, promotions, etc.)
- Keeping the local team up to date with any news, changes and developments
- Organizing of events and representing Emirates
- Supporting the Austrian and Slovakian travel agency community by email and phone
- Identifying of sales opportunities and contacting sales leads
- Managing the chauffeur drive bookings of our premium customers
- Booking and handling of product experience program (PEP) flights for our travel agents
- Benchmarking of our competitors and tracking of local or global trends & developments
- Keeping our sales presentations, photo library & documents up to date and prepare ad hoc requests
- Accompanying the sales team to meetings
- Assisting with administrative tasks in our different departments (e.g. Sales, Pricing, Corporates, Groups, Reservation, etc.)

## Requirements:

- Fluent in German and English
- Sense of responsibility
- Ability to work in an organized, independent and structured manner
- Knowledge of MS Office (Excel, Word, PowerPoint)
- Experience in Salesforce is a plus

We are now looking for a highly motivated student to start his/her 40 hours per week internship from July or August 2024 for 5-6 months. The financial compensation will be EUR 350/month. Besides getting inside knowledge in all sales related activities, trainees receive a broad overview of the whole company.

Apply now by sending your CV and a letter of application to [thomas.scheffl@emirates.com](mailto:thomas.scheffl@emirates.com).

Apply now and discover your future with Emirates!

**We are looking forward to receiving your application.**

