



## INTERNSHIP (M/F/X) CUSTOMER SERVICE

As one of the leading tour operators for language travel we stand for "learning languages and meeting people" on a global scale. We offer you interesting jobs in Germany and abroad as well as individual career opportunities. You have the opportunity to take on responsibility quickly and to get involved.

**For our office in Malta we are looking for an intern (m/f/x) to support our customer service team.**

### YOUR TASKS:

- Assist our customers via emails and phone in a timely manner
- Prepare offers, take bookings, handle queries and complaints
- Update travel documents
- Correspond with our language schools and agencies worldwide
- Handle our CRM system
- Deal with day to day issues, project work and other tasks

### JOB REQUIREMENTS:

- You are currently completing a Bachelor's or Master's programme in business administration, tourism, communication or marketing.
- Excellent knowledge of written and spoken English. Additional foreign language skills would be an advantage.
- High affinity for tourism, travel and languages
- Strong communication skills

### WE OFFER:

- Professional experience in an internationally operating company
- Exciting and challenging projects
- Flexible working hours
- Free accommodation in Malta
- Certificate after completion of the internship

### CONDITIONS:

- Start: as soon as possible or by agreement
- Duration: 4-6 months
- Working hours: full time (40 hours / week)
- Place of work: Malta

Are you interested? Please send your complete application documents to [office@sprachcaffe.com](mailto:office@sprachcaffe.com).

