

**1. DETAILS OF THE COLLABORATING INSTITUTION**

Department:	Tourism	Company field:	Travel Agent
Position available:	Travel Agent	Location:	Valencia
Size of the company: Less than 15 workersX / Between 15 and 35 / Between 35 and 100 / More than 100 workers			
Company profile The company is one of Spain's leading travel agencies. It caters for both personal and business clients, and has its own website and online booking system, offering a wide range of services including flights, hotels, package holidays, and car rentals.			

**2. DETAILS OF THE INTERNSHIP PROGRAM**

Dates available:	From May to October	Minimum length:	8 weeks
Nº of hours at week:	40	Schedule:	09.30 – 13.30 and 16.30 – 20.30
Language required 1:	Spanish	Language required 2:	English
Amount provided:	No	Number of posts:	1

Studies required: Tourism

Job description: The student will be responsible for all aspects of sales work – training, sales research, telephoning, reservations management and monitoring....