



[viventura](#) is Germany's leading tour operator specialized in eco-friendly sustainable round trips to [Peru](#) and other South American countries. Choosing local providers, respecting cultures, people and nature we offer innovative, high quality tours for fair prices. Our main office is in La Paz, Bolivia, and our aim is to unite responsible tourism and authentic travel experiences in the countries our clients visit. We at viventura enjoy working in a growing company where everybody shares and lives our vision and personally contributes to our success in better environmental practices.

We are looking for an intern from **September 2018** to **February 2019** in our headquarter in **Berlin**.

Who we're looking for:

- Passion for being in contact with our clients
- Knowledge of South America and it's different Countries
- Being independent, pro-active, open minded and positive
- Sense of responsibility towards customers, colleagues and your own tasks
- Impeccable knowledge of German
- Very good knowledge of English
- Basic knowledge of Spanish is advantageous
- Good knowledge of internet programs (browser, Skype, Google Applications)

These are your responsibilities:

- Support our Travel Managers in their tasks
- Create booking confirmations and travel documents
- Be in charge of customer communication per post
- Answer customer inquiries by phone and/or e-mail
- Check Website written content (feedback, travel reports, etc.)
- Analyze our product portfolio
- Improve our product presentation
- Handle inquiries with our incoming offices
- Projects as per aptitude and interest (after approx. 3 month)

What we offer:

- Interesting tasks and goals
- Freedom to be creative in achieving results
- Flexibility with regard to place of work and working schedule
- Possibility to work out of other offices in the ventura network around the world
- Colleagues who are a lot more than just co-workers
- Competitive salary
- Participation in the company's profits
- Good career opportunities within ventura Travel
- Quarterly social days and Team Events
- Goodies like massages, lunch and sport activities in the office

Now it's up to you....

If you are passionate about what you do and consider yourself a positive, responsible and honest person, come join us and become our friend, not just our teammate.

Does this job sound like something you'd love to do every day? Then we definitely want to hear from you and look forward to receiving your application (CV & Cover letter in German, Third Page in English).

Apply here: <http://grnh.se/1muhxq1>



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