

FIELD OF TRAINING	
Number of positions	1-2
Length of Training	18 months (12 month minimum)
Location (-s)	Portchester, New York
Compensation	\$300 per week
Additional benefits (if provided)	\$400 a month towards commute
Ideal start date	January 2013
Duration:	18 months (12 month minimum)

COMPANY INFORMATION	
Website:	www.liberty-int.com / USA and Canada
Description:	DMC / Tour operator

INTERNSHIP DESCRIPTION	
Department/Company Area/Field of Training	Destination Managment, Group travel
Trainee's Title	Group Coordinator
Intern Main Tasks/Responsabilities	Group Leisure and Corporate Travel from International destinations into the USA and Canada
Key Objectives of Training	<ul style="list-style-type: none"> · Learn how to review customer requests coming from different countries and correspond w/ appropriate suppliers · Learn key aspects of inbound travel to the USA and Canada · Learn and understand the USA hotel pricing policies and strategies Learn negotiation skills

Tasks/Activities Associated with Training	<ul style="list-style-type: none"> · Negotiate Terms and conditions with Suppliers · Assist in development of itineraries for international tour operators · Develop and execute e-letter and marketing communication with Customers and suppliers · Match product requests to product availability · Maintain and expend company data base · Participate in Trade Show and local supplier promotional events.
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APPLICANT REQUIREMENTS	
Academic Background Professional/Practical Experience	College degree
Skills/Knowledge/Language Proficiencies	Proficient in English, additional European languages beside Spanish a +, team player, passion for travel and tourism, Flexibility with days of work, independent thinker, willing to learn.
Additional requirements	