

## **Internship, Operations Department**

### **Product**

Go Ahead Tours is part of EF Education First, the world's largest privately owned company specialized in education and travel. Go Ahead Tours is a product that specializes in the adult North American market.

### **Location**

Lucerne, Switzerland

### **Start date**

As soon as possible. The internship lasts 10 months.

### **The role**

As a Go Ahead Tours Intern, you will support Go Ahead's purchasing and operations staff to achieve their goals of providing high-quality travel experiences for American and Canadian customers who travel the world with us.

Areas of responsibility include: daily communication with business partners and colleagues in the whole world, negotiation, market research and supplier development, accounts payable and various travel bookings.

Your responsibilities will include, but not be limited to:

- Negotiating prices and securing bookings with hotels, restaurants, and tourist attractions.
- Managing the accounts payable of your area, as well as a budget
- Prospecting and identifying new business partners
- Settling accounts with your suppliers
- Quality-control

This is a paid internship.

### **Requirements**

- Fluency in French, Spanish and English (written and spoken)
- University degree (preferably in economics, business, trade, tourism, etc.)
- Strong organizational skills and attention to detail
- Quick learner and a proven problem solver
- Enjoys working with numbers and Microsoft Excel
- Self-driven and flexible.
- Able to analyze and question processes and always come up with creative ways of improving them
- Nationality of one of the EU or EFTA countries or permission to work in Switzerland
- Highly sociable and energetic, positive and with sense of humor! Passionate about travel!

**Interested candidates should send a CV and cover letter to**  
[jacobo.rey@goaheadtours.com](mailto:jacobo.rey@goaheadtours.com)

If you are motivated by the prospect of an international career in the largest private education company in the world we want to hear from you! [www.goaheadtours.com](http://www.goaheadtours.com)