



Education First Traineeship

Trainee, Operations Department - Educational Tours

EF Educational Tours
Luzern, Switzerland

Synopsis

We are currently looking for **ambitious, driven and enthusiastic graduates** to join our Tours Operations department for 6 months starting in February/March 2015. For successful candidates, this traineeship can serve as a step towards a full-time position.

The Company

EF "Education First" is the world's largest private educational organization. We are a multinational group employing over 37,000 staff and teachers with 500 schools and offices in over 52 countries. To date, millions of people have benefited from an EF program. We are now looking for candidates interested in working in an international environment with excellent and varied career opportunities.

EF Educational Tours allows educators in North America to incorporate international travel into their lesson plans. Our escorted tours, known as the Global Classroom, bring student groups to experience first-hand the very best historic, cultural and natural sites in the world.

You can learn more on www.eftours.com

The Role

As a Trainee at Educational Tours, you will support the operations staff in providing culturally immersive travel for the American and Canadian students who choose to discover the world with us.

Main areas of responsibility

- Managing accounts payable
- Market research and identification of potential new business partners
- Negotiating prices and securing bookings with hotels, restaurants, and tourist attractions
- Daily contact with suppliers across Europe
- Quality-control

Requirements

- Strong organizational skills, multitasking and attention to detail
- Quick learner and a proven problem solver
- Enjoys working with numbers and Microsoft Excel
- Proactive and flexible
- Able to analyze processes and come up with creative ways of improving them
- Nationality of one of the EU or EFTA countries
- Fluency in English and either French, Spanish, Italian or German
- Highly sociable and energetic, positive and with a sense of humor!

EF is an equal opportunities employer. EF offers competitive salaries and a multicultural working environment. **If you are motivated by the prospect of an international career with a dynamic and forward-thinking company, we want to hear from you!** Interested candidates should send a CV and cover letter in English to <https://hire.jobvite.com/j?cj=ow1KZfw0> by November 15th.