

INTERNSHIP STUDENT

Description

POTO Travel & Tours and its affiliate companies are now looking for a qualified intern to join our team.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of tourism industry. This position will be perfect for those interested in pursuing a career in any field of travel or tourism with having a creative, hard-working student desiring real-world experience in the tourism field.

During the internship period, the students will be exposed these areas:

Duties and Responsibilities

- To support the IT, , Marketing, Graphic, Product Development, MICE, Operations etc.
- Distribution or delivery of marketing materials
- Dealing with clients either by face to face or online clients and gets some field experience.
- Write stories about local products development
- Interns may be required to help in research in a particular field
- Make phone calls, build a network etc
- Assist in the development of new products based on market research
- Assist clients and make sure delivery of product complies with itinerary
- Provide support to social media efforts
- Graphic interns would help in create graphics and design layouts for print ads, flyers, email, website, blog, and social media accounts (if needed).
- IT interns would assist on technical support or in terms of managing company's website development
- Collaborate with others department.

Requirements

- Undergraduate student who are majoring in IT, graphic art, marketing and tourism management or any relevant field.
- Interns must be willing to work in Shamelin Perkasa, Cheras.