Sales Support Agent internship

Spain – Palma de Mallorca

Hotelbeds Group is a leading provider of travel solutions which comprises of four specialist business units. The most established business unit is Bedbank - the No.1 B2B bedbank worldwide and Bedsonline - a leading booking engine used by retail travel agencies worldwide.

We also specialise in solutions within Destination Management – a luxury travel and cruise port services as well as meeting and incentive solutions company; Transfer and Activity Bank – a supplier of transfer routes and destination activities as well as excursions and car rental products and New Ventures – a business that offers a variety of solutions to help push boundaries in visa outsourcing and processing, marketing solutions and B2B car rental booking.

All of Hotelbeds Group business units play an important role in reshaping travel across a diverse range of market segments.

JOB DESCRIPTION
The main role is to offer administrative support to the whole sales teams that are based across EMEA. Sales support members feedback is important in the set up of internal backoffice procedures as they have the insight of the type of clients and needs from the sales team.
Sales Support team should have also a clear understanding of the business to suggest the best client setup which is key to optimize sales.
Business Opportunities is also one of the main drivers to keep growing. Sales Support would be able to identify them, communicate it to Managers and follow up.
Have a cleaned salesforce database is also key to analyze business. So, sales support will ensure that KAMs updates the database properly.

KEY RESPONSABILITIES
- Setting up new clients in our system from each market in BOL Europe and sending out access codes.
- Updating accounts such as fiscal name, telephones number, emails.
- Distribute information mainly on internal procedures to the different sales teams.
- Order merchandising for the sales teams.
- Creating and updating pricing groups and commercial groups in atlas in order to assign the correct pricing to each agency following regional Managers guidelines.

CANDIDATE PROFILE
- Higher education related to tourism (preferably but not a must).
- English fluent (other languages will be a plus)
- Great communication skills, verbal and written
- Have a team-oriented attitude
- Positive personality and active character
- Eager to learn and contribute
- Team oriented
Computer skills - Microsoft office – strong (excel and power point)
Regarding internal technical knowledge must have be able to use: Salesforce (CRM tool) advanced

You will have the opportunity to work for a company that is going through significant change in becoming the world’s leading travel services provider. We are looking for people that are ready to ride the wave in this exciting journey. As well as an attractive benefits package you will be able to work:

Within an innovative, engaging and multicultural environment.

Have the opportunity to build strong and lasting business relationships and friendships from around the world.

Have the opportunity in developing your career locally or within one of our beautiful working locations across the globe.

Apply on the following link: