

Herbie - Internship Positions

Herbie (www.herbie.eu) has been created with the ambitious goal of satisfying the needs of an ever-changing tourist market.

We are a new transportation company for the city of London, able to provide innovative transfer services from and to the airports alongside a variety of tourist services, at accessible prices.

We are able to provide our customers with booking services in their preferred language.

Herbie is always looking for highly motivated and talented individuals to join their team and put their knowledge into practice.

The available positions are:

Controllers:

- Contact with Herbie Customer Services; receiving transfer bookings details and organising the journey accordingly.
- Contact with drivers; finding the most appropriate driver according to the type of transfer and sending transfer details to the chosen driver.
- Monitoring, constantly, the status of the journey and making sure that the service provided has been carried out correctly.
- Teaching, training and coordinating other interns' activities.

Customer Service:

- Interacting via email or telephone with potential, new and existing clients giving them the right assistance and the requested information about our services.
- Assisting clients with online bookings and payments.
- Monitoring client satisfaction.
- Teaching, training and coordinating other interns' activities.

Hostess/Steward and Promoter position:

- Welcoming and assisting the clients at the airport.
- Leading the customers to the chosen means of transport (minicab, airport shuttle, coach, etc).
- Interacting with our guests and ensuring they have a positive experience.
- Delivering touristic information to the clients.
- Teaching, training and coordinating other interns' activities.

Working Location: At our offices in London or at the airports.

Working Conditions:

- Appropriate training will be provided.
- 8 hours per day, 5 days a week.
- Varying schedule to include evenings, weekends and holidays.

The assignment to each shift will depend on the duration of the internship, availability of work and needs of the company.

This position is unpaid but interns have the opportunity to attend Business and General English classes free of charge with qualified CELTA teachers. Also our references have so far proved to be particularly useful for our interns, which have enabled some of them to have access to very successful careers.

Interns will have the possibility to enjoy an international stimulating working environment.

We are looking for motivated University students with a background in: Languages, Tourism, Communications, Hospitality Management, Public Relations, International Relations and Logistics.

Please send your CV to the following email address: hr.manager@thebis.net with the subject line:

“Herbie Customer Service” or “Herbie Controllers” or “Herbie Airport”