

Work 'N Holiday is the largest service provider for working holiday makers in Australia and New Zealand. We have an exciting internship position starting here in our Auckland office for beginning/ middle of June 2020:

Reception duties: handling and transferring in-coming phone calls, processing emails and responding to members requests, updating reception records, greeting and welcoming visitors, providing information and assistance to them, maintaining the computerised database etc.

Sales: selling various professional short courses, Wwoof memberships, local support memberships

Human resources: selecting and posting jobs on our computerised job database, promoting our job support services, providing basic job search information to our members

Customer service: performing a wide range of customer service-related duties on a daily basis, providing technical and moral support to our members whenever required, for example helping them to settle down in New Zealand, and finding suitable accommodation

Office support: providing general support to other team members and to Management

Scenic tours and social events: taking part in social events in and around Auckland

Social media: ongoing update of our social media channels

Internship duration: ideally 5 months or more but we would also consider candidates who can commit to a period of 3-5 months.

Internship hours: Monday to Friday from 9:30am until 5:30pm, occasional evenings for social events. You will also have sufficient spare time to complete any internship assignment (at least 4 hours per week).

Gratifications: European interns receive **up to EUR 1100 for their flight back to Europe after successful completion of at least 5 months internship.**

Our ideal candidate:

- Possesses excellent communication and good English skills
- Is confident in conducting presentations
- Has a friendly/positive attitude and a passion for customer service
- Preferably good French language skills (but NOT mandatory)

Please send your CV and Cover Letter to: auckland@worknholiday.com
We are looking forward to hearing from you!

