

인트락스 인턴십 프로그램 Open Position 안내

1. 인턴 지원 자격

- ① 대상: 4 학기 이상 수료자
- ② 전공: 관광경영, 인문, 상경 계열
- ③ 평점: 전 학년 평점 평균 3.0/4.5 이상 (학교기준 적용)
- ④ 외국어: 영어로 의사소통 가능한 자 우대

2. 지원 방법

- ① 지원마감: 2015. 4.9 (목) ~ 4.15 (수), 오후 12 시까지 인트락스 제출
- ② 지원문의 : 인트락스 02-6207-3261 또는 kkwon@intraxinc.com
- ③ 지원서류 영문이력서, 영문커버레터 (자유양식, MS Word 이용, 지원시 샘플제공)
- ④ 진행절차 :
인트락스 한국지사 전화영어인터뷰 (5~10 분 소요) -> 인트락스 본사 스카이프 인터뷰 -> 호스트회사 인터뷰 -> 미대사관 J1 비자 인터뷰 -> 출국 및 인턴십 시작

3. 프로그램 비용

- ① 12 개월 \$4,700 (신청비 및 2 차비용 포함)
- ② 포함내역: 필수 보험료, SEVIS Fee, 인턴십 기관 매칭 서비스 비용, 스폰서십 비용, DS-2019 발급 비용

Internship Description

호스트회사 정보	
회사명	Go West Tours
산업분야	Travel and Tourism
위치	San Francisco, CA
회사정보	<p>This US receptive tour company, was founded late 1992 by Stephan Forget. The San Francisco-based company has since grown opening branch offices in New York, Paris and Montreal. The most recent addition is specialized exclusively in Canada's product development.</p> <p>Company was initially focused on French inbound programs to the Western United States (one of the largest if not the current largest receptive for French-speaking escorted tours to the USA).</p> <p>As of today, the company consists of a team of over 45 people, and has evolved into a Receptive working with clients from 32 countries and offering products throughout the USA & Canada.</p>
인턴십 포지션 정보	
포지션	Administrative and Operational Internship
선발인원	0 명
근무 시작일	5-6 월
근무기간	12 개월

상세업무	<p>The Intern will be responsible for the following tasks:</p> <p>You will primarily support Senior Quote Managers with follow-up & administrative support after groups have been confirmed, as well as handle your own technical follow-up (on quotes you will establish), by:</p> <ul style="list-style-type: none"> • Handling all client correspondence needed as well as saving it in the correct spot: confirmation of bookings, list of hotels reserved, request for rooming list, flight information, payments, after sale service when applicable • Creating groups in tours in the database • Sending relevant information to the Operations team • Obtaining information needed on groups: flights, type/style of the group, welcome sign, presence of VIP or Tour Leaders as well as obtaining their contact information • On all correspondence, follow the 4 step process: acknowledge receipt, save, update sales, inform Operations team • In a timely manner, follow-up and send the hotel confirmation list • Making invoices and contract to send to clients • Keeping track of deposit request and invoicing for them • Send our emergency numbers & procedures
자격요건	<ul style="list-style-type: none"> • Strong English and Communication skills • Interest, willingness in hospitality and travel industry • Friendly and Personable • Organized, attention to detail, and able to multitask • Responsible • Ability to work in a fast-paced environment • Ability to follow instructions and take initiative • Ability to work in a multicultural and multilingual environment
외국어실력	영어로 의사소통 가능한 자 우대
근무시간	40hours/ week
인턴수당	\$1200/month for the first 6 months, then \$1500/month for the 6 following. Also accrue 1.5 days of paid vacations per month, starting after the first full month (PTO)