



Position Role Profile

Position Title	Global Sales Intern EMEA
Position Job Band	A
Department	Global Sales
Location	The Triangle 5-17 Hammersmith Grove, London, W6 OLG
Managers Title	Account Director, Global Sales
Starting date	January 2019

The Company

Wyndham Hotels & Resorts is one of the world’s largest hospitality companies. We currently have nearly 9,000 hotels with presence in over 80+ countries worldwide. It is our goal to be the world’s leading provider of select-service hotel brands by delivering the best value to owners and guests. We have a broad portfolio of exciting hotel brands ranging from the value to the distinctive sector including Days Inn by Wyndham, Ramada by Wyndham, Ramada Encore by Wyndham, Wyndham Garden, Dolce by Wyndham and Wyndham Grand. It is our objective to continue to delight all of our customers with our signature Count on Me! service based on the principles to be responsive, be respectful and deliver a great experience.

The Internship

The Global Sales Intern EMEA will support the Global Sales Team with a variety of administrative duties and projects. Additional responsibilities will include coordinating the Trade Show calendar, collecting and analyzing monthly/quarterly room night and revenue reports, and also working individually or alongside other interns from other corporate departments on business critical projects.

Responsibilities

#	Responsibility	Key Client	%
1	Provide department level administrative support to the VP Global Sales & Marketing EMEA and regional Global Sales Office (GSO) team by: <ul style="list-style-type: none"> ○ Coordinating various events, including but not limited to sales workshops, client events and regional team meetings ○ Processing department invoices, stationary orders, distribution requests, vacation and sickness records ○ Management of client requests across various segments, assisting with leads and reporting as required ○ Maintaining the departments regional content in MyPortal ○ Ad hoc appropriate tasks as required by the business 	VP Global Sales & Marketing EMEA and regional GSO team	50%
2	Assist with the bookings, design, production and regions participation, at a number of regional Trade Shows as required. Coordinate the regions marketing activity calendar for internal and external initiatives, working closely with colleagues around the globe.	EMEA Team & GSO Marketing team, Events Manager EMEA	20%
3	Work with the GSO team, hotels and clients to attain monthly/quarterly room night and revenue reports for business delivered as a result of GSO activities but delivered through ‘Non WHG systems’.	GSO Team EMEA	10%
4	GSO Internship Project. Each intern will be involved in a business criterial project during their internship in line with their area of interest.	HR EMEA	10%

Abilities/Key Competencies/Skills

Alongside the professional competencies outlined below, the successful candidate will demonstrate the fundamentals of our Count on Me! Service Culture to be Responsive, Respectful and Deliver a Great Experience. This will form the cornerstone of their approach as they carry out all tasks with the Count on Me! Building Blocks in mind;

Compassionate, Engaged, Dependable, Courteous, Engaged, Inclusive, Hospitable, Prepared and Personalised.

- Customer service
- Communication; written and verbal
- Multi-tasking
- Organization & planning
- Teamwork & ability to work autonomously
- Entrepreneurial learning
- Initiative taking
- Energy & ambition

Experience/Certificates/Education

- Hospitality Management Bachelor degree or above (or studying towards)
- Previous experience in a hospitality environment either in a previous internship or as a minimum, holiday work experience
- Good knowledge of Microsoft Word, specifically of Excel and PowerPoint, is required.
- Fluency in written and spoken English is essential. Other language skills are an advantage.
- MS Office Suite and Database Management would be helpful.
- Project management skills would be helpful.

Compensation & Benefits

- £15,600 per annum
- 25 days holidays (accrued basis)