



Internship Vacancy at **NOTA BENE events** **Operations**

Why NOTA BENE events

NOTA BENE events believes in going above and beyond for the client, whether it is an event, an incentive trip or a meeting, we will always provide the client with our best amenities. Our collection of services ranges from creating travel services, special events, private tours, meetings, congresses and it does not end until the client say so.

As a Destination Management Company, be sure to receive a full service of your events or travel needs, here are just a few example of some services NOTA BENE events offers:

- ☞ Travel consultancy
- ☞ Personalization of every Itinerary
- ☞ Team Building and Workshops
- ☞ Meetings and Congresses
- ☞ Logistics
- ☞ Restaurant reservations and Unique Culinary Experiences

Combining quality and creativity it's not complementary...it's NOTA BENE!

Our experience

At NOTA BENE events, our mission is to design striking and exclusive experiences for the client. We strive for perfection in professional and personalized management services. Our goal is leaving the client with a satisfied smile.

Our promise

We truly believe that no detail should be left unattended and no request should remain unfulfilled. Therefore, we promise to go above and beyond for the client in all aspects of our business. From travel management to luxurious activities to meetings and events, even the smallest of detail counts. Constantly striving for excellence, we do not settle for mediocre, on the contrary we challenge the Status Quo. We are Creativity. We are Authenticity. We are Innovation. To us the clients vacation or business trip is not just another outing. Our desire is to continually invest and improve the clients experiences in order to create lasting memories.

Our high quality standards led us to the selection of some of the most spectacular venues, estates, hotels and locations for the client, and we are capable of receiving all our guests in a way that we believe should be welcomed.

NOTA BENE welcomes interns during the following periods:

- ☞ *June 2018 - September 2018*
- ☞ *September 2018 - December 2018*
- ☞ *January 2019 - June 2019*



Description:

- ☞ Customer service
- ☞ Making tailor-made proposals and itineraries
- ☞ Keep daily communication with suppliers like hotels, restaurants and transfer-companies
- ☞ Assist the CEO in creating new experiences
- ☞ Assistance during travels and events
- ☞ Continuously improving the operations department

What NOTA BENE events expect from you

- ☞ Relevant education (tourism or communication, preferably HBO or WO)
- ☞ Fluent in English and Dutch language, both written and verbal
- ☞ Affinity with the Italian culture and made-in-Italy concepts
- ☞ Interest in the MICE business with sales and commercial skills
- ☞ A positive problem solver
- ☞ Independent worker with attention to details
- ☞ Proactive and ambitious
- ☞ Team player with a creative and flexible attitude

What NOTA BENE events offer you

- ☞ Monthly public transport pass
- ☞ International experience at a professional DMC
- ☞ Space to develop and work responsible
- ☞ Getting to know the incentive travel industry
- ☞ Dynamic work environment and enthusiastic colleagues
- ☞ Numerous challenging projects throughout Italy and Europe

We only accept written applications for a specific period accompanied by a cover letter in English, CV and photo. Please send your application by email to jobs@notabene-events.com