

HOST ORGANISATION INFORMATION	
Name of the company	Bracap Global Tours
Address	Gran Via de les Corts Catalanes, 672, 08010 Barcelona
City	Barcelona
Country	Spain
Website	<a href="http://bracap.net">bracap.net</a>
Short information about the company	<p>Bracap Global Tours is a travel wholesalers specialising in group tours in Europe based in Barcelona since 2008. Its directors have been providing travel related services and products across Europe since 1980.</p> <p>We have earned a reputation for total professionalism, high quality customer service and a first-rate track record in meeting our customers' needs.</p> <p>Our team of highly experienced managers working alongside enthusiastic and well trained multi lingual staff are committed to delivering the right product at the best price, backed by exemplary personal service.</p> <p>We are proud to be a member of ETOA, the main trade association representing International inbound and intra European tour operators and their suppliers.</p>
ERASMUS+ PLACEMENT INFORMATION	
Sector	Tour operator
Function	Tourism management trainee
Address	Gran Via de les Corts Catalanes, 672, 08010 Barcelona
Description of activities	<ul style="list-style-type: none"> <li>✓ Administrative tasks associated with travel industry</li> <li>✓ Booking activities such as FIT transfers, tickets, excursions.</li> <li>✓ Loading bookings</li> <li>✓ Dealing with incoming email and callcorrespondance</li> <li>✓ Dealing with FIT accommodation requests (offer option, invoicing, issue vouchers)</li> </ul>
Placement duration	6 to 12 months
Beginning of training	Flexible start date
Weekly working hours	40 hours/week from Monday to Friday
Accommodation	Not provided
Financial support	Local transport tickets provided

REQUIREMENTS	
<b>Educational background</b>	Tourism management / Business administration
<b>Experience requirements</b>	Pro-active and enthusiastic to learn team player
<b>Language competences</b>	English
<b>IT Competences</b>	Working knowledge of Microsoft windows application, Outlook, Excel and willing to learn the internal reservations software.
<b>Social competences</b>	Able to communicate effectively at all levels, excellent telephone manner, and be comfortable working within a team in an office. Sense of humour is a must.

**Contact: [educaops@gmail.com](mailto:educaops@gmail.com)**