



60 E. 42nd Street, Suite 1427, New York, NY 10165
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Position description – Destination Specialist Intern

Company:

Based in New York City, Discover New York (“DNY”) is a destination management company engaged in the services of creating, designing and planning event programs or luxury experiences for both individual and corporate clientele. DNY draws upon its recognized local knowledge and expertise in providing clients with unique, first-rate destination experiences both in New York City and around the world. Our clients include individual travelers and their families, corporations, travel agents, event organizers and meeting planners.

Job description:

The Destination Specialist Intern is expected to play a supportive role to our Destination Specialist in the sales and execution of client programs. Key responsibilities include:

- Keep track of and forward client inquiries to the Destination Specialist.
- Prepare sales proposals and detailed trip itineraries as outlined by the Destination Specialist.
- Obtain price quotes from vendors and suppliers; then develop appropriate pricing of a program using Excel spreadsheet.
- Execute all aspects of a client program, including check availability and place order with vendors, confirm reservations, coordinate with and manage tour guides, drivers and other support staff, prepare welcome packages, etc.
- Provide general administrative support to the office’s operations.
- In addition to the above, the Intern will be tasked with the special project of assisting in the development and implementation of a sales and marketing strategy for the Latin American market.

Knowledge, Skills and Abilities Required:

- Handle stress in a fast pace environments; ability to work on multiple projects and handle last-minute, unexpected client needs with ease
- Detail-oriented, strong organizational skills for the management of complex programs involving multiple vendors and support staff
- Experienced in and comfortable with Excel, Word, and Outlook
- Prior experience and/or education background in Hospitality/ Tourism/ Travel industry preferred.
- Native and professional proficiency in spoken and written Spanish required.