



POLISH NATIONAL  
TOURIST OFFICE

## Internship at Polish National Tourist Office in London

We are looking for interns in Polish National Tourist Office.

Do you love travel industry? Do you have good command of English? Do you study Tourism or relevant subject? Wish to work in travel sector in the future?

If yes : Why not try to get experience in our office?

Internship will not be paid.

Duration: up to 3 months (min 2-3 days a week, preferred 5 days)

The intern's duties will include:

- giving tourist information and advice over the phone, via email and paper mail, preparing and mailing packets of brochures according to requests
- administrative duties
- keeping crucial databases up to date
- research and editorial
- managing minor projects
- assisting managers in marketing and PR activities

The aim of this internship is to:

- \* To provide a basis for understanding of the role of travel and tourism for economy and society ,
- \* To prepare for transition into employment and enhance career progression,
- \* To evaluate course content and area of study against industry requirements and develop an understanding of the inter-relationships within the industry,
- \* To develop an appreciation of the culture and practice of industry,
- \* To build confidence and develop transferable skills,
- \* To develop employability through evaluating transferable skills (cognitive skills, problem solving and decision making, team work and self-management).

If you meet the conditions above and you are interested in this position, please send your CV in English at: [agnieszka.bigaj@pot.gov.pl](mailto:agnieszka.bigaj@pot.gov.pl)

Company: [Polish National Tourist Office](#)

Contact person: Agnieszka Bigaj

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