

<b>Company Name:</b>	TIME Unlimited Ltd (trading as TIME Unlimited Tours)
<b>Job description</b> (max. 250 characters)	<p>TIME Unlimited Tours is an iconic Auckland tour operator and offers Auckland’s most comprehensive range of high-quality, personal and interactive tours. During the internship we can utilise an intern for various tasks in our business. The main focus is on general office tasks, PR &amp; marketing as well as tour preparation, so we can continue to further our goals in growing our rapidly expanding business.</p> <p>You will also be able to assist us in various administration duties, such as to ensure our booking system runs smoothly, some filing, research and website development and many other office tasks related to operating a successful tourism business.</p> <p>In addition, some hands-on tasks such as preparation for tours are an interesting addition to daily duties, so you can get a great understanding of how our business works. An additional reward can be the opportunity to help out on our tours, which are some of the most interesting tours on offer in New Zealand.</p> <p>You will be able to work in a very rewarding and dynamic environment and be given a good variety of tasks that should help you going forward. On some days we are able to take our interns on tours and this is based on being a reward for good work. However, we do also expect a highly-motivated individual that will certainly get out what they put into this role in terms of motivation and going the extra mile, which is what we do for our guests on a daily basis.</p>
<b>Location:</b>	Kingsland, Auckland City
<b>Field of activity</b> (max. 180 characters)	<p><b>Tourism – see below:</b>  Products (all in small and personal groups, which we operate ourselves):</p> <ul style="list-style-type: none"> <li>- Auckland Tours</li> <li>- Maori Tours;</li> <li>- Guided Wilderness Walks;</li> <li>- Kayaking Adventures;</li> <li>- Kayak Fishing Tours;</li> <li>- Kite Fishing Tours;</li> <li>- Private Tours from Auckland.</li> </ul>

<p><b>Qualifications</b></p> <p>(max. 500 characters)</p>	<p>Excellent English language skills are very important to us. Also a good understanding of Microsoft Office (especially Excel, Word and PowerPoint) is necessary for an internship with us, as well as a good understanding of Social Media if possible. Any further IT and language skills can be an advantage.</p> <p>Since we operate in a very dynamic industry, a degree of flexibility is required to ensure we always give our clients a wonderful experience in New Zealand. We may in return be able to take an intern on adventures in and around Auckland on our tours, which will in turn require someone that is willing and able to be active while working with us, so he/she can enjoy such activities as described above!</p>
<p><b>Contact:</b></p>	<p><b>Neill Sperath,</b></p> <p><b>Director of TIME Unlimited Tours</b></p> <p><a href="mailto:neill@newzealandtours.travel">neill@newzealandtours.travel</a> or +64 9 846 3469</p>