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| <b>Company Name:</b>     | TIME Unlimited   |
| <b>Job description</b>   | <p>During the internship we can utilise an intern for various tasks in our business. The main focus is on PR and marketing, so we can continue to further our goals in growing our rapidly expanding business.</p> <p>They 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.</p> <p>In addition, some hands-on tasks such as preparation for tours would be an interesting addition to daily duties, so they 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 of a very high quality and are some of the most interesting tours on offer in New Zealand.</p> |
| <b>Location:</b>         | Devonport, North Shore/Auckland  |
| <b>Field of activity</b> | <p><b>Tourism – see below:</b><br/> Products (all in small groups, usually max 6 people, which we operate ourselves):</p> <ul style="list-style-type: none"> <li>-- Auckland Tours;</li> <li>-- Walking Tours;</li> <li>-- Maori Tours;</li> <li>-- Kayaking Adventures;</li> <li>-- Kayak Fishing Tours;</li> <li>-- Kite Fishing Tours;</li> <li>-- New Zealand Guided Tours &amp; Itineraries.</li> </ul> <p>While we have our office address in Takapuna/Auckland, the actual location of work will be (1) In our home office - currently in Stanley Bay/Devonport, one of Auckland's nicest suburbs.</p> <p>(2) On some days as a reward for good work in the field on tour with us!</p>  |

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| <b>Qualifications</b> | <p>Good 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.</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 will in return be able to take an intern on great 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> |
| <b>Contact:</b>       | <p><b>Neill Sperath,</b></p> <p><b>Director of TIME Unlimited</b></p> <p><a href="mailto:neill@newzealandtours.travel">neill@newzealandtours.travel</a> or +64 9 446 6677 or 0274-846 369</p>  |