



### **Internship in Bangkok | Green Wood Travel**

Advanced students studying in the realms of Tourism Management and/or International Business & Management are eligible to qualify for an internship at Green Wood Travel. The student will independently do a specific internship research during their training period, the subject of this research will be determined in advance with their appointed supervisor. The candidate should include their suggestions in their covering letter. The student is expected to do numerous supporting functions in the company including organizational, administrative and communicate activities. At the same time, there is an opportunity to gain experience with running tours in Thailand and getting involved with other activities in Green Wood Travel.

The selection will be made on the basis of a covering letter and curriculum vitae. In the letter, there must be justification on the student's goals/interest and how Green Wood Travel can achieve this. Education, previous internships or work should be a clear affinity proved with the work of a tour operator as Green Wood Travel in Thailand.

- The trainee follows a course at a university or other higher education institution and is registered during the entire training period.
- An internship at Green Wood Travel in Bangkok takes at least five months. During the internship, the intern will be eligible to some fees.
- The trainee should in principle be available in the periods: June – October or November – April. A maximum of four trainees per year are recruited.

### **Other requirements**

The trainee should:

- Have a Dutch, Belgian or German nationality, and following an education at a Dutch or Belgium education institution (which is recognized by the Ministry of Education, Culture and Science in The Hague or the Ministry of Education and Training in Brussels)
- Have an excellent command of the Dutch and English language, spoken and written.
- Be able to adapt quickly and work independently.
- Preferably have demonstrable knowledge/affinity with the Asia region (preferred).
- Have a Trainee Agreement of the institution before the internship.
- Have an adequate medical- and travel insurance with worldwide coverage during the whole training period.

- Have a valid passport with visa for Thailand for 6 months upon return to the Netherlands, Belgium or Germany.

Applications for an internship in Bangkok, including a recent passport photo, covering letter and curriculum vitae, may be sent to: Ernst Otto Smit ✉ [stage-bangkok@greenwoodtravel.nl](mailto:stage-bangkok@greenwoodtravel.nl)

**After mutual consultation there will be an interview by phone and/or in person.**

### **General content of the internship**

- Working online with the Green Wood Dashboard, communicate with customers and data management.
- Co-creation: developing themes and publish via Social Media and Green Wood Travel Blog in collaboration with our Social Media Team.
- Dealing with customers at the office. Giving travel information and optional sale of tours/accommodation et cetera.
- Visiting hotels in a team for knowledge and quality control.
- Developing travel amenities for Southeast Asia (in collaboration with the appointed supervisor)
- Performing a internship research. This is a work assignment that will take at least 30% of the time. This work assignment, which is normally specified by Green Wood Travel, is an organizing and inquiring task.
- The writing of essays, aside from the internship research, has to take place after working hours.
- At least a two monthly evaluation with the appointed supervisor.

### **What does Green Wood Travel offer for a trainee?**

- Green Wood Travel provides and pays for a furnished apartment in Bangkok, Sukhumvit Road Soi 101/1 or equivalent. Electricity, water and internet must be paid by the trainee. An average of 50 Euros per month.
  - Green Wood Travel provides training and guidance for the internship position.
  - Working hours are from 09:00 – 17:30 Monday till Friday. On Saturday from 09:00 – 12:30 (a intern runs the same hours as everyone employed at Green Wood Travel).
  - Each trainee will receive two vacation days per month. One can get an extra day for example working an entire Saturday, so the trainee will be free the next weekend.
  - In addition, each trainee will be joining some of our day and multiple day tours. These days will not be charged as vacation days.
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- **In the internship agreement, we wish to see a start date and a end date**
  - **The Internship period is at least five months.**