

## Czech Tourism Placement – Job Description

### **Duties:**

- To monitor printing and social media outputs of the CzechTourism in UK & Ireland
- To manage info-uk email account/tourist queries
- To maintain CzechTourism in UK & Ireland social media activities - Facebook, Twitter, Newsletters
- To update, amend and edit data in the Press Database
- Distribution of brochures and promotional materials for tourists
- Assistance at trade fairs

### **Working Hours:**

Mo – Fri : 9,30 – 17,30 (flexible)

### **Venue:**

Czech Embassy in London – Kensington Palace Gardens

### **Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

Active knowledge of English with good communicative and writing skills

Basic PC literacy (MS Word, Excel)

Awareness and understanding of the Travel and Tourism sector

Awareness and use of Social Media – Facebook, Twitter