

Listed on the New York Stock Exchange with revenue exceeding \$2.2bn in 2015, Travelport is the world's only true Travel Commerce Platform, focused on providing distribution, technology, payment and mobile solutions for the global travel and tourism industry. With a presence in over 170 countries, our platform facilitates travel commerce by connecting the world's leading travel providers such as airlines and hotel chains with online and offline travel buyers. Travelport enables real time access to fares from approximately 400 airlines globally, including low-cost carriers. In addition, it provides the inventory of over 650,000 unique hotel properties, over 35,000 car rental locations, cruise-line and tour operators and major rail networks.

Recently voted as the 18<sup>th</sup> best medium-sized employer by Rate My Placement, Travelport is offering talented, innovative and ambitious students the opportunity to undertake challenging and rewarding 12-13 month work placements with us as part of their degree. From day one as an intern, you will be given real responsibility, with your work directly impacting Travelport's success. As a valued member of our team, you will work alongside experienced professionals on a variety of activities to help deliver against key department initiatives and strategic projects. You will also have the opportunity to be involved in charity activities recognized company-wide which has proven to be successful with our previous Interns raising an astonishing £11,716 for their chosen charities.

You will see from the following quote that our programme provides you with every opportunity to apply the knowledge you have gained from university to real business situations, whilst developing a deeper understanding of how global businesses operate.

*"I have been given an insight into all the areas within HR here at Travelport, and I now have a better idea of what I want to do when I come to pursue a career. The team were very welcoming, and I feel like I have become a fully-fledged member of HR now. I have had the opportunity to do real work that contributes to the business and have had the chance to interact with lots of different people from all over the world." – Human Resources Intern*

2018 will mark our 6<sup>th</sup> year in running a successful Human Resources Internship Programme. As our HR intern, you will undertake project work that supports several teams within the department including Recruitment, Learning & Development, Compensation & Benefits and Admin & Reporting.

### **What might your role involve?**

- Playing a vital role in every stage of the recruitment process for the next intake of interns, including advertising, conducting telephone interviews and organising and facilitating assessment centres.
- Management of the offers, contract management and induction of the new interns.
- Producing new material for the Intern page of Travelport's Careers website
- Creating and updating the content of the HR pages on the intranet
- Managing the Travelport LinkedIn Careers pages, including posting engaging updates to increase our number of followers
- Acting as a support for the Learning and Development team, getting involved in a variety of projects
- Welcoming the new starters at the Langley office by organising and running the HR induction including the payroll process
- Benchmarking new roles to determine salary levels for new employees
- Managing the payment of contractors, including creating purchase orders, invoices and accruals
- Using our internal HR systems; including the management of employee data and acting as a system administrator for the Applicant Tracking System and adding new hires to the HR database.
- Interacting with Travelport colleagues worldwide on a regular basis on ad hoc project work

## **What is Travelport looking for?**

Human Resources interns must:

- Be working towards a 2:1 or above in a relevant degree
- Be able to work independently and accurately
- Be proactive and self-starting
- Be able to work effectively with colleagues within a matrix team structure
- Be well organised, with the ability to multi-task
- Have excellent written and verbal communication skills
- Have an enthusiastic and driven approach, with an interest in HR
- Be able to work in a flexible and highly deadline orientated environment

Whilst not mandatory, having an understanding of general HR principles and practice is of benefit.

## **Company Benefits**

- Free on-site secure parking
- Free shuttle bus from/to Slough Train station and Hatton Cross Tube station
- Subsidised restaurant on-site
- Discounted gym memberships and employee pricing for top brands are available
- Free health and travel insurance on offer
- Subsidised social events on offer