At Kuoni Tumlare, we create truly inspiring travel experiences that go beyond expectations. Proudly part of the JTB Corporation, we curate and deliver group travel, and meetings, incentives, congresses and events (MICE). Our teams work behind the scenes to manage every part of a tour, from hotel and restaurant bookings to sightseeing and guides. We excel in giving group travelers from over 50 countries the chance to experience European and worldwide destinations.

Trading under the brands JTB, Kuoni Global Travel Services, Tumlare Destination Management, Kuoni Destination Management, Kuoni Congress and Conference & Touring, our 3,000 plus team members are located across 34 countries throughout Europe, Asia Pacific and the Americas.

If you are looking for career start in international environment, you are welcome to join our youthful team as

**SERVICE DESK SPECIALIST**

**Job description, tasks**
- Provide helpdesk support and resolve problems to the employees of TLL office
- Modify configurations, utilities, software default settings, etc. for the local workstations to improve the performance.
- Install, test and configure new workstations, peripheral equipment and software
- Managing the local phone system and user's individual phones.

**You are more than welcome if:**
- Your are fluent in written and verbal English (knowledge of Estonian is an advantage)
- Knowledge of Installations and configuration of Windows on PCs/Laptop
- Knowledge of Maintenance and Troubleshooting of Windows
- Good knowledge of Office Word, Excel, Lotus Notes
- Basic knowledge of Windows Server
- Basic knowledge of Networks (Cisco)

**We offer**
- Opportunity for paid internship and work experience in a well-reputed International Travel Company with working contract until 31.12.2019
- Interesting and variable part-time office job (Mon-Fri, 4 hrs per day 8:30-12:30)
- Chance to work across cultural differences
- Many opportunities to develop personally as well as professionally
- Modern working conditions in the trendy Ülemiste City

Please send your CV and cover letter with salary request to tllhr@tumlare.com.