



**MNE Tourist Service d.o.o.**  
Studentska bb, Lamela 7, Podgorica  
Tel/Fax. +382 20 511 200  
[www.booking.me](http://www.booking.me) | [info@booking.me](mailto:info@booking.me)

---

## WHO ARE WE?

***MONTENEGRO TOURIST SERVICE DMC*** is a parent company of MTS Group. The Group consists of fifteen companies that have been working mainly in tourism, hotel industry, services, transportation and digital Marketing as well as IT development of innovative platforms for smart tourism. We have been operating for more than 15 years in the in the following countries: Montenegro, Serbia, Bosnia and Herzegovina, Croatia, Slovenia, Albania, Macedonia, Greece, Romania, Bulgaria, Hungary, Austria and Italy. We are members of the Silk Road Enterprise Development Alliance.

Our mission is to become a synonym for the best provider in tourism, hospitality and services industry, not only in Montenegro, but in the entire Balkan Region.

We proudly invite you to visit some of our platforms:

<https://www.booking.me/en/>

[Hard Rock Cafe Podgorica - Live Music and Dining in Podgorica - Podgorica Restaurants](#)

[Montenegrovillas.com](http://Montenegrovillas.com)

[Yachts Charter | Charter](#)

[montenegrocar.me/](http://montenegrocar.me/)

[www.kamenovo.me](http://www.kamenovo.me)

[Home - We Are Ai](#)

[Montenegro Accounting – Your all-in-one solution for your business](#)

[montenegroholidays.me/en/careers/](http://montenegroholidays.me/en/careers/)

[aviokarte.me/](http://aviokarte.me/)

Fifteen companies and several industries (Tourism, Hotel industry, Services, Digital Marketing in tourism, IT Development of platforms, Rent-a Car and Transport) are working together to meet the needs of demanding travelers of the 21<sup>st</sup> century.

## WHAT DO WE DO?

Montenegro Tourist Service DMC employs more than 50 professionals (with the whole Group employing more than 170 employees in the peak season) with a creative mindset that are work on development and implementation of the most innovative business models of today's business environment. Our focus also is on developing luxury tourism and adjoining services. We follow trends and are determined to be a leader in developing smart tourism not only in Montenegro but in the Balkan Region as well.

Our head office is in the Montenegro capital, Podgorica, but we also have branch offices in Budva, (tourism metropolis of Montenegro), Kotor, Ulcinj, Petrovac and Herceg Novi.

- ❖ We are engaged in group and individual travels, focusing on quality service through our infrastructure and network which we established in the before mentioned countries. We do customized programs, MICE programs, programs for FIT travelers, adventure trips, business trips, luxury trips and transfers, as well as special programs and events up to our client requests.
- ❖ We are also working on developing IT online sites and platforms for promotion and sales of our products.
- ❖ We offer complete Digital Marketing support to client companies and we are a one of a kind company provider of such Digital Marketing services in Montenegro.
- ❖ We have a Rent-a-Car company of nearly 80 cars to support any and all transportation needs of our clients.
- ❖ We are here to fulfill all concierge needs for even the most demanding customers.

Our agency developed cooperation with European countries such as: the UK, Germany, France, Italy, Spain, Scandinavian countries, as well as Russia, Ukraine, Kazakhstan etc. We are entering the Middle Eastern markets (UAE, Saudi Arabia, Kuwait, Qatar, Egypt) as well as the Asian markets (China, Taiwan, Hong Kong, Singapore).

Since we are building international teams, we are oriented towards young and ambitious people who have an adventurous spirit and are open to new possibilities. Therefore, we are offering opportunities for the following **positions** in our **Paid Internship Program**:

- |                             |   |
|-----------------------------|---|
| ✓ Executive Sales Agent     | ✓ Guest Relations Manager                 |
| ✓ Sales Agent               | ✓ Tourism and Hospitality Manager         |
| ✓ Channel and Listing Agent | ✓ F&B Manager                             |
| ✓ Tour Guide                | ✓ Hotel Receptionist                      |
| ✓ MICE Assistant Manager    | ✓ Photographer                            |
| ✓ Assistant Hotel Manager   | ✓ Event Manager                           |
| ✓ OTA Agent                 | ✓ Creative Event Assistant                |
| ✓ Copywriter                | ✓ Beach Bar Bartender                     |
|                             | ✓ Chinese speaking Sales Agent for groups |



**MNE Tourist Service d.o.o.**  
Studentska bb, Lamela 7, Podgorica  
Tel/Fax. +382 20 511 200  
[www.booking.me](http://www.booking.me) | [info@booking.me](mailto:info@booking.me)

- ✓ Chinese speaking Sales Agent for individuals
- ✓ Assistant for development of new markets
- ✓ Avio Agent
- ✓ Beach Lifeguard
- ✓ Chinese speaking tour guide
- ✓ Chinese speaking driver
- ✓ HR Assistant

## **YOU CAN EXPECT THE FOLLOWING**

- ✓ Mentoring and cooperation with company's product managers, as well as communication with representatives from top rated agencies from partnering countries;
- ✓ Dynamic and creative working environment with an enthusiastic team dedicated for personal and professional growth, willing to pass the knowledge already obtained;
- ✓ Friendly, positive, and cooperative work environment;
- ✓ Your development - our commitment: opportunities for personal growth and support for every intern in achieving their full potential;
- ✓ Improve your knowledge and sharpen your skills, directly from sales, hospitality, management, planning, digital and social media marketing in tourism, research industries

## **DESIRED KNOWLEDGE AND SKILLS**

- ✓ Fluent knowledge of the English language – reading, writing and communicating;
- ✓ Advanced knowledge of any other language is a plus (French, Italian, German, Spanish, Russian, Chinese, Arabic, etc);
- ✓ Knowledge of working on digital and social media marketing channels (Google, Trip Advisor, Facebook, LinkedIn, Instagram, WeChat, etc...)
- ✓ Good verbal and written communication skills;
- ✓ Customer oriented mindset, work ethics, excellent organizational skills and great teamwork;
- ✓ Ability of so-called "*multitasking*";
- ✓ Standard MS Office package (Power point, Excel, and Word), Photoshop, Adobe, Canva, Wordpress knowledge is a plus

## **WHAT WE OFFER**

- ✓ Paid internship program (5 days a week, 8 hours per day working time with a half hour lunch break);
- ✓ 450€ monthly salary

- ✓ Shared accommodation and 2 meals per day are provided if internship takes place during summer season from may-october otherwise we offer salary 450€ without accomodation and meal if internship takes place off season;
- ✓ Internship can last anywhere from three to six months, with the possibility of extension
- ✓ Legal assistance in Montenegro for intership and work permit issues (it is necessary to initiate administration process for obtaining work permit 3 months ahead of placement time);
- ✓ Corporate advantages: laptop, team buildings, work in international teams
- ✓ Flexible working hours, discounts with numerous partners, etc.;
- ✓ 15% discount in Hard Rock Cafe Podgorica
- ✓ Preferred dicounted price for membership in one of the best fitness centers in Montenegro -The Capital Fitness Center, 20% discount in Supplement House
- ✓ 30% dicount in hotel BIP in Budva, Kamenovo beach, Desetka and Sisarka restaurant in Podgorica
- ✓ The most succesful interns will have the opportunity to visit international conferences and largest World Tourism Fairs.
- ✓ The perfect place to get to know about Montenegrin culture, and neighboring Balkan countries, to learn Slavic language, to widen your skills in the most attractive tourism industry where customer management is the key to success while living and working in a beautiful country in the south of Europe.

For more information visit us at: <https://www.montenegroholidays.me/en/careers/>





Contact us via e-mail: [careers@booking.me](mailto:careers@booking.me)

Or mobile phone: +382 69 145 000

## BECOME PART OF A WINNING TEAM



Montenegro Tourist Service  
 Travel agency  
 Montenegro

   
 Montenegro Tourist Service  
 DMC  
 See contact info  
 See connections (500+)