

bikeiberia[®] and Lisbon Hub employment application 2009

We are looking for friendly, enthusiastic, energetic, flexible, communicative and reliable people. You have to be open-minded, love Lisbon and Portugal and be able to communicate this to people from all over the world.

Customer orientated attitude is a must, biking experience is an advantage but not necessary.

We need colleagues with the above listed qualities to the following positions:

Tour guide :

- Guiding bike tours
- Helping with pre and post tour organisation
- Helping with tour promotion process

Office agent :

- Covering basic daily office tasks : phone, fax
- Giving a great customer service
- Guest orientated behaviour, helpfulness
- Fast and helpful, effective in giving information (travel tips, hints)
- Renting bikes
- PR work

Applicant can work in both position if fits for the requirements and flexible enough.

Please fill out the application form attached and send it back to us via email or fax with a photo of you being on travel (perhaps on a bike trip) enclosed.



Lg. Corpo Santo, 5, Baixa
1200-129 Lisboa, Portugal
Phone~Fax: +351-21 347 0347
Mobile: +351-96 242 3455
e-mail: info@bikeiberia.com
web: bikeiberia.com

After reviewing your application, we will contact you via email or phone to let you know what further steps are needed to do next.



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Application form

Personal data

Name:

Date of birth:

Nationality:

Address/Phone/Email:

Position: tour guide office agent

Qualification

How did you hear about the position?

-

Have you worked in service industry? Where, when and what did you do?

-

What do you think the key of good customer service is?

-



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Do you have any marketing experience? Where, when, what field?

-

Do you have experience in guiding/ working in tourism? If yes, where when and what did you do?

-

Have you ever done longer travelling, biking trips? Where, when and why?

-

Have you ever done city bike tours? Where and when?

-

Do you have experience in speaking in front of a large group of people?

-

What skills do you think a good guide should have?

-

	Yes	No	I think
Could you speak loud enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you mind biking 3-4hrs in the city?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you mind repairing/ adjusting basic bike problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you flexible to work any time the week:			
- between 8AM and 8PM ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- from Mon-Sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Language(s) spoken

Language	1. _____	2. _____	3. _____	4. _____	5. _____
Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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A few words about your motivation of working with us:

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