



Cardo Hotels – Sales Intern (Mandarin Speaker) – China Market Development

About Us

About Cardo Brussels Hotel

Located in the heart of Europe and one of Brussels' most vibrant areas, Cardo Brussels Hotel is the new lifestyle landmark of the city, combining bold design, emotional intelligence, and an elevated sense of hospitality. With 532 rooms & suites and 1500m² of MICE facilities, Cardo Brussels positions itself as the preferred destination for both selective leisure travelers and innovative business guests.

About the Internship

Overall Internship Purpose

The Sales Intern (Mandarin Speaker) will support the Sales team in developing and nurturing key commercial opportunities, with a particular focus on expanding our presence in the Chinese market.

The intern will contribute to communication, lead qualification, translation needs, and the coordination of commercial activities targeting new Chinese online platforms and business channels. This internship isn't limited to Chinese market. This internship is the opportunity to develop on all targeted segment/region.

This internship offers a unique opportunity to gain hands-on experience in hotel sales while supporting the penetration of a fast-growing international market.

About You

Key Responsibilities

Sales Support & Market Development

- Support the Sales team in the development of the Chinese market, ensuring smooth communication with Mandarin-speaking partners, clients, and platforms.
- Assist with the preparation and translation of sales materials, presentations, and commercial documents targeting Chinese-speaking markets.
- Conduct market research on Chinese travel trends, feeder markets, online travel platforms and relevant business opportunities.
- Help qualify incoming leads from Chinese-speaking sources and ensure accurate follow-up and internal processing.

Sales Activities & Coordination

- Support the organisation of site inspections, sales visits, and internal meetings.

- Assist with updating the CRM system, maintaining records, preparing reports and ensuring data accuracy.
- Participate in the creation and implementation of sales action plans related to the Chinese segment.
- Assist in coordinating sales promotions targeting Chinese travellers and partners.

Customer Service & Representation

- Represent Cardo Brussels in a professional and engaging way when interacting with Mandarin-speaking contacts.
- Support the delivery of excellent customer service aligned with Cardo's emotional intelligence philosophy.
- Collect and share feedback from Chinese-speaking clients to support continuous improvement.

Competencies

- Strong communication skills and cultural sensitivity.
- Proactive, curious, and eager to learn about international sales.
- Positive attitude and ability to work both independently and collaboratively.
- Strong organisational and multitasking abilities.

Qualifications, Skills & Experience

- Mandarin Chinese: mandatory (spoken & written) to support market development.
- Fluent in English; French or Dutch is an asset.
- Interest in Sales, Hospitality, Marketing or International Business.
- Comfortable with digital tools and online research.
- Knowledge of Chinese social media platforms or OTAs (WeChat, Ctrip, Fliggy, etc.) is an advantage.

What We Offer

- A dynamic, design-driven hotel environment.
- Exposure to international sales strategy and commercial development.
- A central role in helping the hotel expand into the Chinese market.
- Coaching and guidance from the Sales team and Director of Sales.
- A chance to contribute meaningfully to the commercial success of a new lifestyle brand in Brussels.

<http://cardohotels.com/>