

GROUPS OPERATION EXECUTIVE JOB DESCRIPTION

Negotiable Salary for NATIVE ITALIAN OR SPANISH

This is the perfect JOB for an experienced person seeking a new Challenge dealing with day to day Operations of Groups

Candidate's Profile:

You must have at least 2 years' experience dealing with Operations bookings for, Student & Adult groups, Incentives, Congress, Series, Tours in London, Scotland and South England.
Experience working in a Travel Agency / Tour Operator is vital
Understanding of UK INBOUND Market and the overall Tour operator concept
You must be Computer literate with ability to use a computer especially Ms Office
Strong Leadership skills with the ability to take charge and responsibility
Strong negotiator with ability to work under pressure in order to satisfy Client needs as well as maintain a motivated team.
Excellent communication skills in both English and Italian or Spanish

Main duties include:

Dealing with Groups request on a daily basis from request to Invoicing
Calling various suppliers, such as accommodation, Transport companies restaurants Events paces etc. to negotiate the rates and availability for each enquiry
Following up to confirm the Group with Clients
Preparing itineraries, and tour Programmes
Booking Restaurants, Entrances fees, coaches, guides etc.
Preparing invoices
Handling the Rooming list
Preparing vouchers
Keeping contact with agencies and suppliers
Working as part of a team SHARING your experience and knowledge
You will need to have the ability to organize tailor-made packages for London as well as tours in Scotland and South England.
Making accurate, rapid cost and Profit calculations whilst providing customers with quotations, arranging accommodation and ground services bookings,

SALARY is NEGOTIABLE depending on your experience

Office hours: Monday- Friday 09.00am to 17.30pm
every other Saturday 09:00 to 13:00

This is a Job only for an experienced person who has worked in a travel agency or tour operator only.

Location London Paddington W2 zone 1