



# Go Scotland Tours

## Job Position: Custom Tour Agent

*A great opportunity to build your career in Scottish Tourism. This is a new position to provide client services and marketing development for a fast growing Scottish Tour Company.*

Location: Edinburgh, Scotland, UK

**Applications are invited by May 31, 2019**

## Go Scotland Tours – Tour Operator for Scotland

Go Scotland Tours is a fast growing tour company offering a wide range of guided tours throughout Scotland. We work alongside most major sightseeing companies in the country and as well as qualified tourist guides.

We are now looking to further expand our product range and services with new types of tours - based on our goal of establishing ourselves as a leading DMC and provider of quality experience guided tours.

Go Scotland Tours office is based in Edinburgh and we offer tours starting from Edinburgh, Glasgow, Inverness, Aberdeen and their cruise ship ports.

## What we do

Go Scotland Tours is a one stop shop for guided tours in Scotland offering both group tours and private tours. We specialize in customising bespoke tours, creating itineraries for small groups of 1 to 15 people from half days to 3-5 days to 2-3 week long tours. Our clients either select from our pre-made sample tours or tailor make their own itinerary. Occasionally we arrange larger groups in full size coaches. All our tours include Qualified guides.

We provide our clients with:

- Driver Guided tours, Historic Walking tours, Private Coach Tours
- Tailor-made itineraries for small and large groups
- Whisky Tours
- Tickets for sightseeing group tours

For further information on our activities see [www.goscotlandtours.com](http://www.goscotlandtours.com)

## The Opportunity

Go Scotland Tours is seeking a Professional in the Tourism industry to take on the role of Custom Tour Agent. This role would be mainly office based and cover a wide range of duties to build the company's services profile. You would work directly with the clients by email and phone. Your duties would also include developing tour products for the website, advertising opportunities, and social media.



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Tasks include:

- Private Tour bookings
  - Responding to client enquiries including quoting and following up
  - Customizing Itineraries
  - Booking suppliers (guides, coaches, hotels, etc..)
- Content Management
  - Regular and private tours
  - Updating existing tours and adding new tours to website
  - Updating prices and blocking off dates
- Social Media and reviews
- Advertising, Adwords

Some Skills we would be looking for you to have:

- Experience in the tourism industry
- Knowledge of the geography of Scotland
- Customer service skills / Sales orientated
- Computer skills such as Outlook, Excel, Word, etc... (HTML is a bonus)
- Ability to work unsupervised

## Requirements and Qualifications

Applicants should have some experience within the tourism industry in Scotland. Having a degree or certificate in travel/tourism will be a bonus. A passion for living and travelling in Scotland is a must.

You will ideally be able to demonstrate:

- At least two years of experience in the tourism industry in Scotland
- A degree or certificate in Travel and Tourism
- The confidence and ability to engage with clients professionally
- The ability to work on your own with little supervision
- A track record of impressive achievement in your career to date.
- Excellent communication, writing and organisational skills.

## Salary and Benefits

We offer competitive salaries based on experience and qualifications. Holiday Entitlement, 28 Days' Paid Annual Leave Per Year. This is the Equivalent of 5.6 Weeks of Holiday. Holidays are expected to be taken during the slow season.

As part of your development and getting to know the business we will encourage you to join various tours, which is a great way of travelling the country for free. We are often invited to trade events at some interesting locations, you would also be encouraged to come along.

## Application

If you wish to apply please e-mail a CV to us.



# Go Scotland Tours

Contact: Mike at [jobs@goscotlandtours.com](mailto:jobs@goscotlandtours.com)

Cut off date May 31