

Eines unserer kooperierenden Unternehmen mit Sitz in London sucht ab sofort deutschsprachige Mitarbeiter in Festanstellung im Bereich Tourismus. Bei Interesse leiten wir deine Bewerbungsunterlagen gerne weiter. Es faellt keine Vermittlungsgebühr an.

OPERATIONS EXECUTIVE (REF. No.378)

ABOUT US

We were founded in 1973 & currently have a multi-national staff of 10. We are a small friendly inbound tour operator however our groups travel to the whole of Europe. Our clients are from all over the world, however our main markets are the USA, New Zealand, Germany & Austria. We handle general & special interest tours such as touring choirs & orchestras, university educational tours, music, art, history & garden special interest to name but a very few. The wide variety of tours makes the role of our operations staff an interesting one often involving extensive research, although we do also look after series tours & groups with simpler requirements. The office language is English.

TASKS

This role will be to work within the German department, handling ad hoc & series groups mainly to the UK from the Swiss, Austrian and German travel trade, as well as special interest American groups travelling to the UK and mainland Europe.

- Working with clients and mainly handling confirmed groups, but also doing competitive quotations.
- Researching special interest for specific client interests
- Negotiating rates with suppliers including hotels, coaches, restaurants, guides and entertainment venues
- Building close working relationships with travel trade clients and suppliers
- Attending site inspections and preparing and attending Fam trips
- All Operating aspects of the tour to final invoicing
- Attending Trade shows and Exhibitions to represent the Company

SKILLS NEEDED

- Fluent English and German
- Computer literacy – including Word and Excel
- Good geographical knowledge of the UK and Europe
- Previous Operations experience of the UK and preferably Europe
- Tourplan – desirable but not essential.

PERSONAL SKILLS

- Team player
- Ability to work under pressure and to deadlines
- Ability to multi-task
- Ability to travel when required
- Proven organisational skills
- Sense of humour
- Ability to work some weekends if necessary

PERIOD Permanent with start date asap

PLACE OF WORK London W1K 5LT

OFFICE HOURS Monday to Friday
March – October 09.00 – 17.30
November – February 09.00 – 17.00
One hour lunch break

SALARY & BENEFITS :

- Contribution towards healthcare costs (after 6 months)
- Luncheon vouchers
- Salary negotiable

Please send your CV and covering letter to nicole@praktikum-in-london.de