

Position Title: Group Operations Executive – German speaking**Location: Central London, UK**

Our client's company is a leading incoming partner for leisure groups and incentives alike since its foundation in 1998. Being based in Central London, they provide a full range of ground services for the whole of the UK. Their experienced and creative multi-lingual team provides all customers with personalised offers and solutions.

A new and rewarding position has arisen within this established Incoming Tour operator located in Central London. They are looking for an experienced Group Operations Executive to join their team.

Skills/background needed:

- Must have experience working in the travel industry, preferably in the incoming sector
- Fluent in German
- Good knowledge of UK & Ireland
- Highly organized
- Good negotiation skills
- Able to multi-task and work under pressure
- Delivering a high standard of customer service at all times
- Knowledge of Microsoft office (Word/ Excel & PowerPoint)
- Knowledge of Tourplan advantageous

Your responsibilities

As a Group Operations Executive you will undertake an array of tasks & responsibilities which include:

- Respond and follow up sales enquires ensuring all deadlines are adhered to and operations run in a timely manner
- Ensure the smooth operations of all groups i.e. booking all services; restaurants, guides and coaches, issuing vouchers, invoicing clients
- Negotiate with suppliers to obtain the best possible rates and liaise with the Product team on rates, new hotels and coach companies
- Take all necessary steps to ensure the success of the tour whilst travelling and if required contact the tour manager or escort during the running of the tour to ensure that all arrangements are satisfactory
- Maintain good relations with clients and suppliers

Salary

Negotiable

Please send your application to Svenja Lupp at admin@praktikum-in-london.de