Travel Planner

Remuneration:	R35000 - R50000 per month negotiable depending on experience
Benefits:	study leave, bonus, lunch
Location:	Cape Town, Bantry Bay, Sea Point
Job level:	Mid/Senior
Job policy:	Employment Equity position
Type:	Permanent
Reference:	#TravelPlanner
Company:	SALT Concepts PTY LTD

We are a small, family-run and owned business with 16 years of operating experience, seeking an experienced travel consultant to join our team.

Normal work days: Monday to Friday
Flexible work hours: 08h00 to 20h00
Optional weekly hours: 30 hours or 40 hours

Start: 1 August 2024

- Payment level commensurate with experience, exceeding industry standards, extra bonus based on performance.
- Leave days in accordance with labor law.
- Additional leave and educational leave achievable through long-term employment (e.g. 25 days annually within the third year of employment).
- Permanent contract offered.

We seek an individual who appreciates working in a small, owner-run firm with high standards. Applications will only be considered if applicants have a minimum of three years' experience as Travel consultants.
Applicants must be based in Cape Town.
This is an office-based job, with the possibility of part-time remote work after three months.

Required:

- Intermediate to senior level travel and tour consultant
- Independent work permit
- Fluent in English (German is a big bonus)
- Minimum 3-5 years' experience as a tour consultant, travel agent, FIT consultant, or MICE consultant in South or Southern Africa
- Ability to work under pressure and meet deadlines
- Ability to work individually in a flat hierarchy without a team leader
- Interest in working in a small, owner-run business with high standards
- Team player and flexible
- Driver's licence and own transport
- Knowledge of computer programs: PowerPoint (ideally three years' experience, adv.), Microsoft Excel, Microsoft Word.
- Knowledge of graphic programs (adv.)

- Good writing skills
- Excellent communication skills
- Good knowledge of all Southern African countries
- FIT experience, including itinerary preparation for individual travelers and small groups
- Experience in handling inbound incentive groups (and MICE business) within Southern Africa (adv.)
- Good supplier knowledge in the field of tourism, at least in South Africa

Responsibilities:

- Creating itineraries for FITs and small leisure groups
- Writing proposals and program descriptions
- Preparing budgets (mainly Excel)
- Assisting clients during their travels (pre-checks, etc.)
- Liaising with clients and suppliers
- Negotiating with suppliers
- Financial reconciliation of own projects
- Handling all invoices and payments regarding clients and suppliers
- Researching suitable services and hospitality suppliers
- Supporting the firm with marketing services and social media (adv.)

Company Description

If you are interested to work in a small team, like social coffee breaks and shared healthy lunches - why not give us a tinkle? We operate on high standards, share knowledge and provide highest customer service.

Posted on 02 May 08:28, Closing date 30 Jun

Apply by email

Marion
info@salt-concepts.com

Or apply with your Biz CV

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

Apply

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