

ALL IN ONE TOURS is looking for a Group Operations Executive – German Speaker

Sector: Leisure / Tourism
Starting date August 2018
Salary: negotiable

A new and rewarding position has arisen within an established Incoming Tour operator /DMC located in South East London. We are looking for a Group Operations Executive to join the team at All In One Tours.

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; restaurant, 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.
- He/she will be responsible for the smooth running of all operational aspects
- Negotiate with suppliers to obtain the best possible rates to improve efficiency and win contracts
- maintain good relations with clients and suppliers.

Skill requirements:

- 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
- Fluency in German
- Knowledge of Microsoft office (Word/ Excel & PowerPoint)
- Knowledge of Tourplan TX advantageous
- Highly organized, able to multi-task and work under pressure

Please send your CV and motivational letter to Dirk Peltzer:

Mail: dirk@allinonetours.co.uk

ALL IN ONE TOURS Ltd, 13 City Business Centre, 25 Lower Road, London SE16 2XB