

# GILTEDGE

## Programme Manager - Giltedge Incentives

Giltedge Incentives provides MICE services for corporate companies & boutique businesses throughout Southern Africa. We have significant experience in professionally managing meetings, incentives, conferences and events to the highest standard – anywhere in the world. We understand the importance of motivation and inspiration for our clients and their trade partners and will develop the experience to suit their audience.

Giltedge Incentives is looking for a programme manager. The position is based in Westlake, Tokai (Cape Town, Southern Suburbs.) The position will be required to travel extensively throughout the year.

Applicants need to work well under pressure, have great communication skills and be able to multitask. Accuracy, attention to detail and a sense of urgency is vital.

The main focus of the programme manager is to manage all administration aspects of a corporate clients group travel arrangement, from inception, presentation, arranging, through to traveling with the group.

**Key requirements** (please do not apply if you do not have these requirements.)

- Minimum three years groups/incentives travel experience
- Excellent interpersonal skills
- Excellent international destination knowledge and travel experience
- Experience dealing with large corporate clients
- Ability to problem solve
- Good end user IT abilities
- The ability to travel internationally for extended periods.

### **Conferencing & Events:**

- Sourcing information and research
- Quote comparisons
- Compile costings
- Bookings and reservations
- Logistics and transportation
- Gala dinners and specialized/customized events

### **Programme Managing:**

- Maintain client relationships
- Correspondence & quotes from DMC's
- Sourcing and researching relevant information
- Quote comparison
- Visa requirements and guidance
- Compile itineraries
- Invoicing and refunds
- File reconciliation

PO BOX 30638, TOKAI  
CAPE TOWN 7966  
SOUTH AFRICA

TEL: +27 21 713 0296  
FAX: +27 21 713 0506

GILTEDGE INCENTIVES (PTY) LTD • DIRECTORS: MJ  
GARDINER, A/J GARDINER, SD KRITZINGER, H VAN DER WALT  
CO. REG. 2001/028398/07 • VAT REG. 4800236350  
WWW.GILT-EDGE.COM • EMAIL: INCENTIVES@GILT-EDGE.COM

**GILTEDGE**  
INCENTIVES

# GILTEDGE

## Operations:

- Prepare travel documents
- Issue travel insurance
- Pack travel wallets
- Build itineraries based on costings
- Manage deliveries and collections of travel packs, documents and tender docs.
- Merging and printing of customized tags
- Insure all stock of travel wallet items are available
- Travel wallet cost recon
- Create presentations
- Proof reading and final document checks

## Tour leading

- Traveling internationally with groups / incentive winners / consumer prize winners
- Assisting PAX throughout the trip, from flights, check in, arrivals, tours and events.

## Key Performance Areas

- Targets and figures being met
- Meeting deadlines
- Excellent accuracy and attention to detail
- Professional service
- Following work processes in place
- Good communication
- Working as a team player
- Organizing of multiple tasks
- Showing flexibility & taking initiative

Competitive salary with benefits

Please send your complete CV and motivational cover letter to [donovan@gilt-edge.com](mailto:donovan@gilt-edge.com).

PO BOX 30638, TOKAI  
CAPE TOWN 7966  
SOUTH AFRICA

TEL: +27 21 713 0296  
FAX: +27 21 713 0506

GILTEDGE INCENTIVES (PTY) LTD • DIRECTORS: MJ  
GARDINER, A/JF GARDINER, SD KRITZINGER, H VAN DER WALT  
CO. REG. 2001/028398/07 • VAT REG. 4800236350  
WWW.GILT-EDGE.COM • EMAIL: INCENTIVES@GILT-EDGE.COM

**GILTEDGE**  
INCENTIVES