

# GILTEDGE

Giltedge Travel South Africa's leading luxury tour operator is looking for an admin consultant in their inbound division. The position is based in Westlake, Tokai (Southern Suburbs.)

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 position will be developed by the successful candidate, so being organized and showing initiative is essential. You will need to be able to learn new systems quickly, experience with travellogic is an advantage.

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

- Experience in travel and tourism and / or a travel and tourism qualification

## **Duties and responsibilities**

- Assistance to senior consultants
- Contacting hotels to check availability
- Opening of files for consultants
- Sending bookings via email and ensuring replies are received
- Presenting files with confirmations which have been checked against the costing sheets
- Making car rental / point 2 point / transport reservations
- Working on travellogic
- Occasionally assisting with reception duties
- Final document printing and checking
- Closing files
- Assist the inbound division manager

## **Key Performance Area**

- Following work processes in place
- Effective time management
- Ability to work under pressure
- Accuracy and attention to detail
- Good communication
- Working well as a team
- Organizing of multiple tasks
- Taking initiative in getting tasks completed
- Showing flexibility in assisting colleagues
- Take over from colleagues when necessary

Send your CV and cover letter to [donovan@gilt-edge.com](mailto:donovan@gilt-edge.com)