



Group Travel Specialist

DESIGN ITINERARIES – OPERATIONS – CLIENT ACCOUNTS MANAGEMENT - TRAVEL TO SWITZERLAND
–WORKSHOPS

An exciting opportunity has arisen to join our Specialist Group Department. You will have ownership of operating groups from the sales stage, to designing itineraries, account managing. The role has plenty of scope to grow and develop in a friendly and professional team environment.

Main tasks:

- managing new and existing accounts – Series and Ad hoc Groups – tailor made or repeat tours
- Create itineraries for Group Travel, including the design, quotation, operation, invoicing
- possibility to accompany the groups in Switzerland (if needed but very rare)
- Attend workshops and trainings

Requirements / skills:

- Experience in a similar travel role working directly with customers and suppliers is essential
- Knowledge of destination Switzerland
- Knowledge of languages (Italian, French, German) and group travel is a plus
- Excellent English language skills (speaking and writing)
- Excellent attention to detail and organisation skills

We offer:

- An attractive salary with company pension (and bonus or commission scheme)
- FAM Trips to Switzerland
- 5 weeks holiday
- Office in the business city close to Tower Bridge
- Team work but also independence in your daily organisation of workload and deadlines

About Us:

We are an Inbound and Tour-Operating Specialist for Switzerland, owned by the Swiss Federal Railways, Switzerland Tourism and the Swiss Hotel Association. We offer a comprehensive product range for travel to Switzerland to tour-operators, travel agencies and direct customers.