

## Switzerland Travel Centre: Specialising in Swiss Holidays

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

For our department Sales & Operations in London, we are currently looking for:

## Sales & Operations Agent for FIT (100%)

### Main tasks/responsibilities

- Handling reservations and bookings from Direct clients and Travel Agents via e-mails, phone or our award winning booking engine Nezasa
- Selling and upselling holiday packages / tailor-made itineraries / ad-hoc products
- Utilizing customer service and sales skills to identify guest needs
- Booking flights and international rail
- Issuing rail tickets & preparation of travel documents
- Administrative support to the head of the department

### Requirements/skills

- Previous experience in travel industry and knowledge of Switzerland is an advantage
- Good IT and Microsoft Office 365 knowledge
- Excellent communication skills & attention to detail
- Able to prioritise tasks and work independently
- Excellent English language skills
- Experience in a similar sales role is an advantage
- Multiple language skills and intercultural experience is an advantage

### We offer

- A dynamic and friendly team culture, highly motivated and professional
- Great company outings, reinforcing company culture
- 5 weeks holiday
- 40 hour week, Monday – Friday
- Offices in attractive central London location

### Contact details

Head of HR [Recruitment@stc.co.uk](mailto:Recruitment@stc.co.uk)

Visit us on [switzerlandtravelcentre.com](http://switzerlandtravelcentre.com) and



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