

GILTEDGE

DMC

MICE/Groups Consultant - Giltedge DMC

Giltedge Travel, South Africa's leading luxury tour operator, is looking for a Tour Consultant for their inbound MICE (Meetings, Incentives, Conference & Events) division. The position is based in Westlake, Tokai (Southern Suburbs.)

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

The position will need to 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 and experience with Travelogic is an advantage.

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

- Minimum four years inbound/groups travel experience
- Experience with Travelogic will also be an advantage but not essential

Duties and responsibilities

- Proactive selling of products and services
- Quoting
- Designing creative itineraries
- Booking accommodation and all travel services
- Making transport & guide reservations
- Supplier liaison / meeting with suppliers
- File closing
- Working on Travelogic
- Updating registers
- Getting accurate documents to clients
- Travelling with groups
- Working after hours when required
- Assistance with trade shows
- Daily reporting to Charlotte Smith

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 a commission scheme plus benefits!

Please send your complete CV and motivational cover letter to donovan@gilt-edge.com.