

# GILTEDGE

## Senior Tour Consultant Giltedge Travel

Giltedge Travel, South Africa's leading luxury tour operator, is looking for a Tour Consultants for their inbound and golf and safari divisions. 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 travel experience
- A travel and tourism qualification
- Experience with travelogic will also be an advantage

### Duties and responsibilities

- Proactive selling of products and services
- Quoting
- Designing Itineraries
- Booking accommodation and services
- Making car rental / point 2 point / transport reservations
- Supplier liaison
- File closing
- Working on Travelogic
- Updating registers
- Getting accurate documents to clients
- Contacting clients while traveling

### 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

Competitive salary with a commission scheme plus benefits!

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