

# INTERMEDIATE LEISURE CONSULTANT

- JOB TYPE: **FIXED TERM CONTRACT**
- DEPARTMENT: **CORPORATE**
- LOCATION: **WESTERN CAPE, CAPE TOWN CBD**
- EMPLOYMENT EQUITY POSITION: **PREFERRED**
- MINIMUM QUALIFICATION: **MATRIC**
- MINIMUM NUMBER OF YEARS' EXPERIENCE: **2**

JOB REFERENCE NO.: **ITC/GOT/240519**  
POSTED: **24 MAY 2019**  
CLOSING DATE: **MONDAY, 24 JUNE, 2019**  
POSTED BY **CLUB TRAVEL**

## MAIN PURPOSE OF ROLE

---

### GERMAN OVERSEAS TRAVEL

**Fixed Term Contract: 01st October 2019 – 31st January 2020.**

To be part of a dedicated travel team and provide superior travel service and assistance to all our corporate and leisure clients.

## KEY RESPONSIBILITIES

---

- Assist clients either via email or telephonically
- Ascertain client's needs and advise suitable products and services.
- Prepare and process quotes within the same day, alternatively make contact with the client to advise on progress of booking the same day.
- Follow up on all quotes within 48 hours.
- Liaise where necessary with product developers and other key partners such as hotels and airlines regarding bookings and schedules.
- Advise clients regarding passports, visas, foreign exchange, travel insurance, car parking, car hire, transfers, accommodation and excursions.

- Process clients booking including pre-seating, meals and any special requirements.
- Ensure that the client has been informed of the conditions of travel, in writing, before payment is accepted.

## QUALIFICATION, EXPERIENCE AND KNOWLEDGE

---

- Minimum 2 years corporate experience
- Strong geography, destination and product knowledge
- Knowledge of fares and ticketing in Travelport/Galileo
- GDS proficient (preferably on Galileo)
- Computer literate with MS Office

## COMPETENCIES

---

- Outgoing and approachable with excellent customer service skills
- Excellent verbal and written communication skills
- Passionate about travel and people
- Attention to detail
- Ability to excel under pressure

In order to apply online, use the following link <https://www.clubtravelgroup.co.za/club-careers>