

Executive Relocations Senior Travel Consultant – Epping (Cape Town)

Job Description

The successful candidate will supervise a team of 4 Technical support in the Executive Relocations Division.

The Team's objective is to supervise and coach the travel division and executives around the world. As a support the team answers calls and queries of the corporate executives.

Skills and Requirements:

- S/he must be able to work well under pressure and be able to relate well with people from a variety of backgrounds.
- S/he must be able to reach the targets set by all clients
- Good level of spoken and written French and English
- Must be computer literate (good knowledge of Excel, Outlook and Word)
- Strictness and responsiveness are essential to this post.
- Must have a least 3 year supervisory experience in an administrative environment and/or Travel experience.
- Deliverables are based on efficiency and client satisfaction in respect of procedures
- Accurate
- Report on Team results and performance
- Manage Team performance
- Allocate and distribute tasks in optimal fashion
- Stand in for any employee
- Previous Experience in Booking travel in a travel agency and managing a team in a fast paced client services environment.