



Operations – Admin Assistant

DESCRIPTION

Established for 40 years, we pride ourselves on offering the best services to agents and customers who are looking for high quality tailor-made travel arrangements the USA, Caribbean and now even more worldwide destinations.

We are offering you the opportunity to work for a dynamic organisation as a home based Admin Assistant in our busy Operations team.

JOB PURPOSE

To chase suppliers for documents and make final checks to a booking before sending the documents within the appropriate timescale

REQUIREMENTS

1. Essential Experience

Good verbal and written communication skills

Able to multitask including the ability to manage a busy mailbox and task list

Excellent attention to detail

Familiar with IT programs such as Excel and Word

2. Useful Experience

Previous experience with dealing with customers

HOURS OF WORK

40 hours per week,

Monday – Friday 9am – 5.30pm

BENEFITS

£20,000 starting salary

28 days paid holiday (including bank holidays) increasing to 33 days for long service

Plus 1 additional paid day's holiday for your birthday

Excellent Training

Employee Assistance Program

Optional Dental Plan

Free Eye Tests

Workplace Pension

Incentives and Company Events

Discounts for your own holidays