



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 to 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 assist in various areas within the Operations department to ensure bookings are managed accurately and professionally. This will also include confirming elements of bookings, chasing suppliers for documents and making 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

37.5 hours per week including 1 hour for lunch.
Monday – Friday 9am – 5.30pm



BENEFITS

Basic Salary £22,308

Working from home allowance £1,200 per annum

28 days paid holiday (including Bank holidays) increasing to up 33 days for long service.

Plus 1 additional paid day's holiday for your birthday

Annualised hours giving the opportunity to bank additional worked hours to be used another time.

Home Working

Excellent training

Wellbeing Programme including mindfulness and meditation courses

Perks at Work Discount Programme

Money towards optical and dental

Virtual GP telephone and video appointments

Employee Assistance Programme

Workplace Pension

Optional Private Dental Insurance Plan

Familiarisation Trips,

Holiday Concessions and Incentives

Online Company events

2 in person company events per year