

EVENTS CONSULTANT

Travel Places has an exciting opportunity for a travel consultant to join our busy Events team. Managing high-profile accounts, the suitable candidate will have previous experience of working in a business travel background or similar and have knowledge of booking hotels and managing events. You will be highly motivated with the ability to work independently and as part of a team and calm under pressure.

OVERVIEW OF MAIN DUTIES AND RESPONSIBILITIES

1. Research, plan and arrange travel, accommodation and events for clients as requested.
2. Liaising with clients to advise information with costs leading to a booking being made.
3. Maintaining communications with client with the use of the relevant email inbox and allocation of workload.
4. Accurate admin to manage bookings, ensuring all event invoicing and finances are completed in a timely manner and accurately reported to finance department.
5. Keeping up to date with Event Research and updates in the Sport Travel environment.

From time to time the Events Consultant may be required to be available out of hours to remotely assist members of the team who are on event.

EXPERIENCE & QUALIFICATIONS

1. Experience of using Microsoft 365
2. Understanding the travel industry and how accommodation and travel models work.
3. Understanding of the Sports Events industry would be preferable.

SKILLS, ABILITIES & PERSONAL ATTRIBUTES

1. The ability to compose written correspondence to a high standard & in line with Travel Places' policies & values.
2. Excellent communication skills & telephone manner, with the ability to resolve issues or escalate as appropriate.
3. A high level of personal & professional commitment, with a flexible approach & an ability to work using own initiative to tight deadlines & to meet the needs of the business.
4. An understanding & willingness to be available outside normal working hours to assist clients & Directors.
5. The ability to build effective relationships throughout the organisation.
6. Able to manage existing customer relationships & exceeding expectation.
7. Highly motivated & able to manage own workload.

If you are interested in this role please apply on [LinkedIn](#) or email your CV to [Becky Thomas](#).