

## BRILLIANT OPPORTUNITY TO MATCH YOUR DESTINY TO OUR DIRECTION OF TRAVEL!

The most exciting brand in the luxury travel arena needs an extra pair of careful hands as our concierge department continue to expand and flourish.

So how about joining 360 Private Travel as our new Concierge Coordinator?

It's not a role for just anybody, but if you have drive, initiative, attention to detail and most of all an absolute passion for travel then we want to hear from you.

### WHAT THE ROLE ENTAILS

- You'll be using our in-house reservation systems to log quotes, bookings and itineraries.
- You'll be carefully ensuring clients' travel details are complete and correct.
- You'll be producing, monitoring and checking final booking documents for our clients.
- You'll be creating itineraries and quotes using our external e-itinerary/quote creator and excellent in-house resources.
- And you'll be updating and maintaining our system with passport and other crucial client information which mean their trips will be seamless.

These are the vital mechanics of the global travel business – we'll be teaching you the ropes – but you'll also learn about the importance of delivering the ultimate in client service, so there's plenty of scope for the right personality to truly shine.

Plus, of course, you'll be working within a superb, professional and expanding team who love this dynamic business, and to travel as much as possible for work and pleasure.

### WHAT WE NEED FROM YOU FOR STARTERS

- You must be computer-literate with good IT skills... and the ability to work across systems that you'll soon be mastering.
- High levels of attention to detail for our clients, who want and expect the best.

- A 'hard work' ethic around your life and career, and the ability to multi-task.
- The flexibility to be able to work on your own and also as part of a team.
- Brilliant organisation skills and a methodical mind that can keep abreast of multi-track administration.
- And sparkling interpersonal skills; ultimately, we are all about people and their aspirations, so it's important you thrive on bringing them together.

#### WHAT WE GIVE YOU

- The opportunity to master the luxury travel business from the inside of one of the most exciting names in the industry.
- Competitive salary, benefits and flexibility to work in and out of the office.
- Full training in all our systems and the ability to keep learning and adding new skills as your role changes and expands.
- Fantastic camaraderie with a tight-knit team of travel professionals from all backgrounds and all corners of the world.
- Oh, and we're also the coolest travel brand around, breaking boundaries and always building on our reputation, so this is a rare chance to start your career in the industry with style.

Do you have what we need? If so, we'd love to hear from you as soon as possible! Please email [info@360privatetravel.com](mailto:info@360privatetravel.com)