

TOUR COORDINATOR (4 MONTH CONTRACT -MATERNITY LEAVE COVER)

Company Overview

The Horizons Group Travel, which has been in operation since 2001, specialise in International Tours for the Youth Market Segment for Schools, Clubs and Associations. Horizons provides tailor made group tour packages inclusive of flights, accommodation, transport, sightseeing and activities. The range of tours we plan and manage include Basketball, Rugby, Soccer, Cricket, Netball, Cheerleading, Music, History, Art, Science and many more.

We are a small team made of up of individuals from a variety of backgrounds, with a common trait being our passion for travel and the transformative effects it can have.

Our mission as an organisation is to provide a once in a lifetime experience to each and every passenger that travels with us.

Position Overview

The Company is seeking at individual to assist in the efficient organisation and delivery of logistics of tours organised by Horizons. The individual will be the key point of contact in negotiating, coordinating and managing bookings with our supplier partners all over the world.

Attention to detail is vital in the position as well as the ability to juggle multiple tasks and competing timelines.

We are seeking an individual who is passionate about travel and can help deliver each of our passengers an experience of a lifetime through efficient and effective management of tour logistics.

Primary Functions

- **Tour Organisation.** Work with Event Organisers, Suppliers, Hosts, Venues and Attractions to plan all aspects of tours, including but not limited to accommodation, transport, sightseeing, activities and attractions.
- **Supply Chain Management.** Negotiation of rates for accommodation, transport, activities and sightseeing requirements for groups.
- **Suppliers.** Identify and develop relationships with international suppliers capable of assisting with the delivery of tour requirements.
- **Financial.** Ensuring all tour components are managed within budget.
- **Communication.** Maintain clear and concise communication both internally, with other staff, and externally, Suppliers and Customers.
- **Customer Data Management.** Coordinating all tour customers' information, including passenger booking information and passport details.
- **Customer Communication.** Answering all customer correspondence promptly and accurately.
- **Research.** Researching destinations, products, services and markets.

Skills & Attributes

- Detail oriented and client focused
- A proven track record of developing, building and maintaining relationships
- Ability to meet and exceed targets
- Excellent communication skills both internally and externally
- Strong negotiation skills
- Ability to thrive under pressure and multi task in an extremely fast paced environment
- Ability to work independently as well as part of a team
- Organisational, planning and time management skills

Employment Basis

The position is offered as a 4 Month Contract (Maternity Leave Cover)

Compensation

Package from \$50,000pa plus Superannuation (PRORATA)

How to Apply?

To apply for this position please submit a Resume along with a Cover Letter addressing the Position Skills and Attributes to michael@horizons.travel Questions regarding the position can be addressed to the Managing Director – Michael Edwards on 0407 223 576.