

Travel Document and Media Administrator

Fun Over Fifty Pty Ltd

Brisbane

Southern Suburbs & Logan

Hospitality & Tourism

Front Office & Guest Services

Full Time

We are seeking applications for an experienced Travel Document and Media Administrator to join our team.

The Company... Fun Over Fifty Pty Ltd is a progressive, multi-award-winning wholesale tour company that specialises in escorted group holiday experiences around Australia and overseas.

The Position... This role is 38 hours per week Monday to Friday and is responsible for providing high-level administration, travel document control, social media posts, website back-end maintenance and creative writing.

This is a varied role, one which allows for each day to be different. This will be a shared role with the preparation of guests documents, preparation of rooming lists, managing guests needs (dietary), contract control, taking over the phone and email reservations and enquiries, preparation of guest itineraries using Word and Excel, shared with a media side of the role which entails social media posts, uploading new tours/amendments to the tour pages and creative writing for Mail Chimp/New Tours advertising.

The role requires excellent time management skills with the ability to work autonomously or as part of a team. You will have to be able to identify priorities and plan to achieve them through allocation of resources.

The successful candidate will also need to be able to manage supplier relationships related to tourism, hospitality and events.

Come and join our small team where you are valued for your efforts. No weekend or shift work. No walk-in customers, all business is via the phone and over email. We work hard, laugh hard and work for each other.

Onsite parking, Southside Brisbane.

You will have....(selection criteria)

The successful applicant will have a mature attitude and be able to demonstrate extensive experience in similar roles, showing accuracy and attention to detail with superior organisational skills.

- A strong administrator with travel/group travel experience
- A fun, personable, yet professional work ethic
- Experience in drafting and compiling documents with accuracy
- Experience with social media posting and website maintenance
- Ability to write creatively
- A mature, motivated and positive attitude to work
- A very high level attention to detail and understand the importance of meeting deadlines and doing what it takes to get the job done
- A genuine interest in interacting with Active Over 50's travellers, with an attentive and polite phone manner
- Ability to deal well with deadlines
- Demonstrated high-levels of customer service
- Processing reservations
- Well-developed interpersonal communication skills, both written and verbal
- Demonstrated ability to multi-task
- Ability to follow instruction
- Experience in similar role preferred

This role is on a full-time (38 hours per week, Monday to Friday)

Policies on equal opportunity employment, fair treatment, and anti-discrimination

In Australia, national and state laws cover equal employment opportunity and anti-discrimination in the workplace. It is required by these laws to create a workplace free from discrimination and harassment. This business implements its own policies on equal opportunity employment, fair treatment, and anti-discrimination in the workplace.