

Compliance Executive

Abercrombie & Kent is an award-winning, luxury travel company which has been delivering inspiring travel experiences for over 50 years. We are seeking a full-time Compliance Executive to join our Melbourne based domestic travel team reporting into the Product Manager.

The Compliance Executive is responsible for providing a systematic and disciplined approach to risk management, control and governance as well as upholding a formidable business relationship with partners of Abercrombie & Kent Australia DMC.

This role would suit someone with excellent attention to detail and time management with the ability to work autonomously. This is a great opportunity to join a global travel company working with luxury suppliers and partners, with tremendous growth opportunities in a fast paced dynamic team.

If you are currently studying or recently completed a tourism or travel related qualifications, we would love to hear from you.

You will have the option for hybrid work and when not working from home you will be based in our South Melbourne office.

The successful applicant will have;

- Experience and understanding of health and safety regulations
- Proven experience in a risk assessment related role
- Possession of, or currently studying towards, a Certificate Level 3 in a tourism related field from an accredited training provider or equivalent travel / office / customer service experience
- Experience in inbound tourism highly desired
- Knowledge of tourism products across Australia and New Zealand
- Excellent attention to detail is critical
- Highly effective, professional written and verbal communication skills
- Excellent time management and ability to prioritise competing demands
- Ability to contribute positively to a team environment

Most importantly we are looking for someone with a passion for travel

Location: Melbourne with hybrid work option available

Contact Person: Rowena Dick

Contact Number: (03) 9536 1800

Contact Email: HR@abercrombiekent.com.au

Applications Close: 26 November 2021

Application Procedure: To apply for this position please view the **Role Profile** on our website <https://www.abercrombiekent.com.au/careers/current-vacancies> and send a **current resume & brief cover letter** outlining your motivation and suitability for the role.