

Operations Specialist (Groups)

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 Operations Specialist to join our Melbourne based Domestic Travel Department. This role will be in our Groups Team and reporting to the Groups Team Leader.

This is an excellent opportunity for an experienced travel administrator who is looking to be part of a dynamic and high performing team, responsible for providing administration and operational support for our groups team and assist in the creation of inspirational travel experiences.

If you share our passion for travel and thrive in a fast paced environment we want to hear from you.

The successful applicant will have

- Recent tourism qualifications or previous experience in the travel industry
- Previous experience in a support role in tourism, groups or events preferred
- Excellent product knowledge of Australia and New Zealand is desirable.
- Experience using an in house Reservations System (Travel Studio experience would be considered an advantage)
- Ability to work in a fast paced environment and prioritise
- Demonstrated customer service experience

Location: Melbourne Office based with hybrid 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.