

Sales Coordinator

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 Sales Coordinator to join our Melbourne based Operations Team reporting to the International Sales Manager.

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 operational and administrative support to team of Travel Specialists.

You will be working with luxury product and DMC's from all around the world and be part of a global company. 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

- Prior experience in travel industry or relevant qualifications
- Previous experience in administration or support role
- Good international destination knowledge and / or well travelled would be an advantage.
- Confidence in dealing with multiple currencies and different rates of exchange
- High level attention to detail
- Commitment to the highest level of customer service
- Experience working in a fast paced environment with high volume workload

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.