

P&P People shpk, is currently looking for one of our international clients that operates successfully for more than 30 years in European market, for potential candidates to fill the position of

## **Business Travel Consultant**

Business Travel Consultant will perform, but will not be limited to the following tasks:

- provide literature and information to clients concerning local, interstate and international tours, travel routes, accommodation, local customs, fares, and travel regulations
- discuss client requirements and advise on suitable options
- plan, prepare and cost itineraries (travel plans) for clients
- make travel, accommodation and related bookings
- confirm bookings and notify clients of luggage limits and insurance, medical, passport, visa and currency requirements
- issue tickets for travel, accommodation vouchers and all relevant documentation
- collect payments and maintain records of transactions
- assist with changes to travel arrangements and bookings where required

### **Requirements:**

- very good communication skills
- strong customer focus
- good problem solving and organizational skills
- being detail oriented
- high stress management
- comprehensive industry knowledge
- customer service
- computer knowledge and written skills
- interpersonal relationships
- meeting deadline
- able to work as part of a team
- high level of personal presentation
- able to work under pressure
- enjoy working with people
- strong sales focus.
- *advanced knowledge in Italian and English language,*

The company offers a challenging job, great working environment, possibility to learn from an international experience/company, competitive salary, all in line with the internal company procedures.

Interested candidates are invited to send their resume immediately to the following e-mail address: [\*\*aplikime@pendlpiswanger.at\*\*](mailto:aplikime@pendlpiswanger.at)