

# **Nordic Destination Administration Consultant**

Melbourne based – Full time or 4 days a week on negotiation

**Reporting to:** Sales Service Manager  
**Direct Reports:** None  
**Location:** Melbourne

## **POSITION PURPOSE:**

- General administration tasks
- To provide excellent service to travellers with 50 Degrees North
- Assist with travel consultancy and sales
- Prepare Travel Documents for travellers from all source markets
- Maintaining relationships with key agents and agency groups
- Attend Travel Expos & Travel shows

## **QUALIFICATIONS AND EXPERIENCE**

- Qualifications and/or experience in sales in a travel industry role
- Personal and/or professional travel experience in key 50 Degrees North destinations
- Knowledge of the Australian and North American travel market
- Competent in use of Microsoft office products, and preferably Amadeus GDS and Tourplan
- Australian passport or on-going working visa

## **OTHER SKILLS AND ATTRIBUTES**

- Independence and trustworthy
- Superior customer service and communication skills
- Excellent organisational skills and attention to detail
- Problem solving and decision making capacities
- Ability to work independently and in a team
- Ability to work under pressure and juggle multiple tasks
- Friendly, flexible and a sense of humour!

## **PREFERENCES**

- Fluency in a Nordic language preferred
- Minimum 1 year industry experience preferred

## **REMUNERATION & BENEFITS**

- Base package with profit share earning potential
- Monthly RDO, as agreed with manager
- Flexible working environment

## **PRINCIPAL JOB REQUIREMENTS**

- Prepare Travel Documents
- General administration and sales support