

WE ARE HIRINGJuly 14th, 2021**JOB OPENING at KYVERNITIS Travel Group (code: TD2021)**

Kyvernitis Travel Company is interested in the positioning of **Travel Designer**.

This position is based in Athens, Greece. Native fluency in Greek and English is an essential requirement to be considered for this position. Past expertise working in marketing and sales for luxury hotels in Greece is an essential requirement to be considered for this position. The job holder will be required to ensure the provision of excellent services to the guests, by maximizing the efficiency of managing customer requests as well as for the effective sales of travel packages and / or travel services.

His/her Job Responsibilities Indicatively Include the following:

- Acknowledge agent/client requests and ask clarification questions when required
- Communicate with suppliers regarding availability and rates
- Prepare a detailed proposal with product description and rates
- Work with Operations Manager to correct proposal and send
- Respond to clarification questions from agent/client
- Book services with supplier, prepare pro forma invoice, and collect payment from agent/client
- Prepare final documents with all details on booking for trip booked
- Track client progress while in Greece by communicating with suppliers before and after each service
- Send daily updates to partner agents on the progress of their clients
- Ensure timely payment of commission to our partners

Required Experience & Qualifications

- 1-3 years of experience in incoming luxury travel to Greece
- Experience with Virtuoso agencies is a plus
- Basic product knowledge of luxury hotels and services in Greece is a plus
- Fluent English and one more Romance Language preferred (French or Spanish)
- Team Player who puts the team before themselves
- Attention to detail
- Ambitious and looking to develop within our company
- Someone that can learn from mistakes and take the constructive criticism of peers and improve their performance
- Knows Greece well and is proud to show our beautiful country and culture to travelers

We Offer

- Competitive remuneration according to candidate's qualifications
- Medical insurance
- A dynamic, modern and pleasant work environment
- Continuous education
- Professional development

What Else?

At Kyvernitis Group, we mean it when we say we are committed to premium lifetime experiences & service excellence. If you are unconventional, relentless and passionate.

If you believe in doing what's right, not what's easy. If you are a doer and have a passion for serving others, we want to proceed with this employment offer to you.

Within company we want to make a difference because each person can make a difference. From the providers who sell and market our services to our business partners who support us, we all have a mission critical role.

We want to hire only the best. People who thrive in a culture of innovation and empowerment. People who are active learners and have a positive attitude.

People who are leaders and know that by working together we can run faster, reach higher and achieve more. By doing so, we will continue to set new standards in Travel Industry.

In addition to all of these any candidate can be characterized as an early potential that shows signs of potential for future roles with increased scope and/or complexity and will be "talent to watch" for the future.

Send your CV's application at: HR@kyvernitis.gr, Code TD2021