

**** NEW JOB**** A luxury travel agency are seeking an Travel and Events Assistant. Based in Kensington and paying up to £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Travel and Events Assistant

Location: Kensington

Salary: Up to £25,000

Job description:

The following qualities are essential to be a successful candidate for the position:

- Eager to learn and adaptable to a fast paced industry
- Organised, ability to prioritise and work to deadlines
- High attention to detail
- Client focused and dedicated to the client's experience
- Positive attitude, hardworking, enthusiastic and a team player
- Excellent written / spoken English
- Computer skills: Word, Excel, PowerPoint

An ideal candidate would also have the following:

- Some experience of travel and events industry
- Some knowledge of the luxury market
- An interest in and experience of managing professional social media accounts – Instagram, Twitter, Facebook

Day to day tasks will include the following:

- Assisting with holiday enquiries doing destination and hotel research, checking hotel and flight availability, putting together presentations

- Assisting with event enquiries doing venue research, liaising with suppliers and general ad hoc requests
- Some PA duties for the MD such as diary management, meeting and restaurant bookings, expenses, travel research

As the company is continually evolving and developing you may be required to assist with marketing, PR and our website. This means you could be taking on tasks including, but not limited to:

- Writing text, sourcing photographs and designing pieces for direct mail campaigns, email updates, the website and any other new marketing initiatives that come on board
- Providing information as required to press opportunities to ensure the company is featured in appropriate publications

As part of a small office team you will be required to help with maintaining office procedures and policies as requested. This means you could be taking on tasks including, but not limited to:

- Taking office meeting notes and writing these up to circulate amongst the team
- Ensuring the filing system and storage system is kept up to date and tidy
- Inputting contacts and information onto the database and maintaining the entries