



S. R. Travel LTD

t/a Ihre Irlandspezialistin | Your Ireland Specialist

Office Administrator

If you're the

**fluent German speaking Office Administrator
we're looking for you'll be...**

- ... friendly, enthusiastic, communicative and conscientious
- ... you'll have high standards, pay attention to detail and be described as courteous, mature and a relaxed team player
- ... responsible for major administrative roles with Sabine Rosenhammer Travel LTD, in our Killarney based office. We are offering tailor-made tours around Ireland mainly for the German speaking holidaymaker

Your duties will range from:

- answering customer queries
- preparation for quotes
- data collection
- create and update customer records and databases in our software
- prepare (travel) documents such as registration forms, welcome letters, itineraries, ... for customers

Requirements:

- fluency in German and English (written and oral) essential
- high level of computer literacy in Microsoft Word, Excel, Outlook
- Facebook, WordPress, Mailchimp experience would be an advantage
- confidentiality re customer data and company data

Other requirements:

You'll need to be well presented, trustworthy, punctual with a natural enthusiasm for life & travel. You'll apply the skills you already have in customer relations and computer programs.

Start date: 1st January 2019
End date: 30th of March 2019
Hours: 38 hours per week in our office in Killarney
Payment: negotiable – depending on experience
Contact: sabine@irlandspezialistin.com
www.irlandspezialistin.com