



Niche tour operator McLachlan Tours is expanding quickly and is seeking a motivated, enthusiastic and experienced applicant to work as a full-time Tailor Made & Groups Consultant in our Manly office.

The successful candidate will have at least three years' experience as a wholesale or retail consultant. They will be a self-starter, motivated, well-travelled, energetic, have a passion for travel and be dedicated to providing the best travel experience for our customers.

This role will see you supporting the Sales & Marketing team in a variety of ways including handling enquiries from travel agents and the public, building and costing itineraries and distributing documentation. There will also be the opportunity to get out of the office to attend the occasional travel expo and training seminar.

If you have worked in a similar role and are positive with a 'can-do' attitude this position is for you!

**The ideal candidate will have:**

- At least three years' experience as a wholesale or retail travel consultant
- Impeccable attention to detail
- Strong international destination knowledge
- Excellent time management and written and verbal communication skills
- Skills in using Microsoft Excel, Word, Powerpoint and Outlook

**Roles and Responsibilities**

- Researching and constructing bespoke itineraries to global destinations specifically to meet client needs
- Dealing professionally with both travel agents and the general public for the complete sales and booking process, from the start of their enquiry through to a follow up call when they come back from their trip
- Liaising with suppliers worldwide
- Managing and coordinating large groups
- Attending information nights for large group bookings and meeting high yield consultants and clients face-to-face
- Developing the Tailor Made market with BDM's as a representative on the road specifically for Tailor Made when required

- Processing of bookings, quotes and price conversions
- Back office administration
- Attending travel shows, film nights, conferences, evening and morning seminars to promote brand awareness and sales for Tailor Made when required
- Researching and approaching potential new leads – e.g. school groups, sporting clubs, etc
- Any other task as requested by Management

## **About Us**

McLachlan Experiences is part of McLachlan Travel Group, and is a small but growing tour operator based in Manly. We have a dynamic team and have set high standards of excellence in our six years of operation. We have an impeccable reputation in the travel industry and are looking for the right person to join us in this demanding but rewarding role!

The position is full-time, Monday to Friday, plus occasional weekends for travel expos, information evenings and training seminars.

Position is for immediate start.

Remuneration package will be based on experience.

Applicants will only be contacted should they be required for an interview.

Please complete the application form and email with your CV and cover letter to: Mat McLachlan, Managing Director, McLachlan Tours. [mat@mclachlantours.com.au](mailto:mat@mclachlantours.com.au) Applications close 10th February 2014.