



International Tourism Operator Coral Travel Group, with more than 30 years' experience in the world tourism market, operating in 40 countries, uniting over 7000 specialists of different cultures, nations and traditions. We are great and passionate in tourism – that's why every trip is especial with us!

Join our multinational team and start your life journey at **CORAL TRAVEL LATVIA**. Currently we are offering a position located in **Riga (Riga Plaza direct sales office)** for:

## **TRAVEL CONSULTANT**

### **GOAL OF THE POSITION:**

promoting and booking traveling arrangements for clients, enhancing satisfaction and acquiring an expanding and dedicated clientele

### **RESPONSIBILITIES:**

- Diagnose the clients' specifications and wishes and suggest suitable travel packages or services
- Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.
- Answer to the social media (Messenger, Facebook etc.) and phone calls comments and requests
- Supply travelers with pertinent information and useful travel/holiday material
- Collect deposits and balances
- Handle unforeseen problems and complaints
- Attend conferences to maintain familiarity with tourism trends
- Keep financial statements and documents

### **REQUIREMENTS:**

- Proven working experience as a Travel Consultant in similar position min 3 years
- Knowledge of popular (Turkey, Egypt, Greece, Bulgaria, Spain) destinations is a must
- Excellent MS Office and travelling software skills
- Ability to sell, present, persuade and communicate effectively
- Ability to work in shopping mall located office
- Customer oriented proactive approach
- Ability to handle complicated situations
- University/College degree
- Fluent Latvian, fluent spoken and written Russian language skills, English would be an advantage
- Excellent planning skills, ability to prioritise tasks and work on multitasking basis
- Accuracy, accountability, strong quality orientation
- Teamworking skills

### **COMPANY OFFERS:**

- Opportunities to join an international team of tourism professionals;
- Salary from 1300 EUR gross/month;
- Chance to travel and to explore the world on special basis
- Opportunities to build career in tourism industry / operational marketing / communication
- Private Health insurance
- A fringe benefits package

**To apply, please send your CV by the 20<sup>th</sup> of March via email [hr@coraltravel.lv](mailto:hr@coraltravel.lv)**

Your application and sending CV including your personal data will be considered as your permission to manage your personal data we will perform only for recruitment purposes with the strictest confidentiality. Please be kindly informed that only selected candidates will be notified.