Switzerland Travel Centre: Specialising in Swiss Holidays

We are an Inbound and Tour-Operating Specialist for Switzerland, owned by the Swiss Federal Railways, Switzerland Tourism and the Swiss Hotel Association. Our London office offers a comprehensive product range for travel to Switzerland to tour-operators, travel agencies and direct customers.

For our department Sales & Operations in London, we are currently looking for:

Sales & Operations Agent (100%)

Main tasks

- Handling reservations and bookings from Tour Operators and Travel Agents
- Issuing rail tickets & preparation of travel documents
- Assist with importing pending orders into invoicing system
- Calculation and preparation of packages / tailormade itineraries /ad-hoc products
- Working closely with our Global Teams across locations (Zurich, Hong Kong, etc.)
- Administrative support to the head of the department
- Emailing offers over to client and provide suggestions to their bookings

Requirements/skills

- Previous experience in travel industry and knowledge of Switzerland is an advantage
- Good IT and Microsoft Office 365 knowledge
- Excellent attention to details
- Able to prioritise tasks and work independently
- Excellent English language skills
- Experience in a similar role is an advantage
- Multiple language skills and intercultural experience is an advantage

We offer

- A dynamic and friendly team culture, highly motivated and professional
- Great company outings, reinforcing company culture
- 5 weeks holiday
- 40 hour week, Monday – Friday
- Offices in attractive central London location

Contact details

Head of HR Recruitment@stc.co.uk
Visit us on switzerlandtravelcentre.com and

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