



Group Operations Executive

starting date 01 January 2023

All In One Tours are looking for a German speaking Groups Operations Executive.

Celebrating our 25th anniversary in 2023, we pride ourselves on providing excellent service for bespoke leisure and MICE groups to the U.K. and Ireland.

If you are experienced in the travel sector, talented, enthusiastic and enjoy working in a friendly team, we would love to hear from you.

Your work

- Planning and managing tour groups
- Booking and monitoring a range of services
- Ensuring the smooth running of tours
- Building and maintaining good relationships with suppliers and clients
- Compiling and delivering accurate high quality documentation
- Writing precise client itineraries
- Assuring quality control
- Interacting with a wide variety of international clients
- Designing and creating attractive sales material
- Keeping database maintained
- Working on product development

Your skills & experience

- Passion for Tourism
- Experience within the travel industry, ideally a tour ops environment
- Team player
- Honed attention to detail
- Excellent organisational and time management skills
- Methodical and conscientious worker
- Strong communication skills
- Problem solving abilities
- Friendly and customer orientated attitude
- Fluency in written and spoken German and English
- Good cultural and geographical knowledge of the U.K. & Ireland
- Experience with Tourplan system (not essential)

Our offer

- Competitive salary
- Primarily work from home
- Supportive work environment
- Regular team engagement
- Friendly colleagues
- Varied, creative and diverse work
- Work with a wide variety of international clients
- Training on company systems
- Career development opportunities

Please send your CV to Dirk Peltzer dirk@allinonetours.co.uk

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