

January 2018

**Junior Luxury Travel Consultant**

**This is a unique opportunity for an organised, dynamic and bright person to join our specialised heli skiing & luxury safari travel business based in Chiswick, London.**

Previous experience in the luxury travel sector is not essential but you must be able to demonstrate that you are highly organised with excellent attention to detail and very strong administration and communication skills.

The core focus of the role, accounting for 70% of your time, will be to support the **sales and booking** process of both our heli skiing and safari guests to include:-

- Helping with trip organisation, including booking hotels, flights and transfers
- Assisting in our trip administration, including invoicing, receipting, creating itineraries
- Assisting in day-to-day client queries, including sending information packs, managing database

You would also spend 20% of your time supporting our **marketing** activities including:-

- Supporting our social media interactions
- Assisting with our promotional events
- Writing and editing blogs

The remaining 10% of your time will include day to day **office management** activities such as:-

- Managing the office day-to-day including data upload, ordering supplies, filing
- Helping ensure our database is accurate and up-to-date

You would need to be happy working as part of a 3-person team based in Chiswick and being involved in all aspects of the business; from helping us with larger projects when necessary through to ordering the stationary. An enthusiastic and outgoing approach to cope with the fun but busy environment is also essential.

> Salary £20k - £26k pa depending on experience / 25 days holiday

If you are interested in this role please email your CV to [charlie@purepowder.com](mailto:charlie@purepowder.com) and let me know in a *maximum of 150 words* why you would be suited to the role.

[Pure Powder](#) - established in 1978 - is the UK's leading Heli Skiing specialists and organise more heli ski trips than anybody else in the UK put together. Pure Powder represents some of the leading heli ski companies in the world and acts as their UK representatives [www.purepowder.com](http://www.purepowder.com)

[Micato Safaris](#) is one of the world's premier safari operators specialising in safaris to East Africa and India. As Micato's UK representatives we are responsible for the sales, marketing and booking for all UK based clients.