



Solomon & Company (St Helena) Plc
has a vacancy for a

Travel Agent

Within the Shipping & Travel Department

Job Outline

To be responsible for passengers travel arrangements.

Interested Persons Should:

- Have Grade C or above in GCSE Maths & English or equivalent and possess competency in IT
 - Have a customer focused approach with excellent frontline customer service skills
 - Possess excellent organisation, interpersonal & communication skills
 - Be highly analytical with a high degree of attention to detail
 - Possess cash-handling experience
 - Possess experience with performing general administrative duties
 - Demonstrate commitment to continuous professional development and be willing to undertake further training, including training offshore as required
 - Have the ability to multitask, organise workload and meet tight deadlines in a fast-paced environment
 - Be target driven and committed to service excellence
 - Be able to work independently and use own initiative to problem solve
 - Be willing to work outside of normal working hours as required

Salary for this post will start at **£8,892** per annum (£741 per month)

For further information,
including the Company's
attractive benefits package,
please contact

Kerry Yon,

Shipping & Travel Manager
on telephone number: 22523

or via email address:

shipping-travelmanager@solomons.co.sh

Application forms may be collected
from Solomons Reception Desk, in the
Main Office Building, Jamestown or
alternatively an electronic copy can
be requested via e-mail address:

hadmin@solomons.co.sh and should
be completed and returned to Anya

Thomas, Human Resources
Development Officer,

Solomons Office, Jamestown,

By 15 November 2022