

Vacancy

Travel Agent



Salary for the post will commence at £8,892 per annum (£741 per month)



Solomon & Company (St Helena) Plc has a vacancy within the Shipping & Travel Department for a Travel Agent.

As the Travel Agent you will 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

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

Kerry Yon, Shipping & Travel Manager via  22523  shipping-travelmanager@solomons.co.sh

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via hadmin@solomons.co.sh and completed forms should be returned to Anya Thomas, Human Resources Development Officer, Solomons Main Office, Jamestown by **21 February 2023**.

Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ◆ Pension Contributions
- ◆ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ◆ Staff Discounts