

# JOB ADVERTISEMENT

A Fast Growing Tour Company is hereby inviting applications from a well-qualified and experienced people to supervise execute tour operation of company.

## Position: Tour Manager (1)

### DUTIES AND RESPONSIBILITIES:

- Welcome groups of holidaymakers at their starting point and announce details of travel arrangements and stop-over points
- Check tickets and other relevant documents, seat allocations and any special requirements.
- Help with passport and immigration issues
- Assist holidaymakers with check-in and settle them into their accommodation
- Communicate a range of information on itineraries, destinations and culture
- Inform passengers of arrival and departure times at each destination on the itinerary and ensure that all members of the group are back on the coach before departing from each stop
- Develop a specialist area of knowledge
- Use professional knowledge to answer questions from holidaymakers and to fulfill their expectations of the tour
- Make sure all travel arrangements run according to plan and that accommodation, meals and service are satisfactory
- Organize entry to attractions and transport, such as car hire
- Ensure that the tour is running smoothly for individual members of the group
- Respond to questions and offer help with any problems that arise, ranging from simple matters, such as directing a member of the group to the nearest chemist, to more serious issues, such as tracing lost baggage
- Deal with emergencies, such as helping a holidaymaker who is ill or those needing to contact family members urgently
- Make contact in advance with places to stay or visit to check details and arrangements
- Liaise with hotels, coach companies, restaurants and other clients
- Advise about facilities, such as sights, restaurants and shops, at each destination
- Occasionally make accommodation bookings on proposed dates
- Organize and attend tourism events, conferences, workshops, seminars and exhibitions
- Write reports and maintain records
- Provide feedback after a tour as part of a debrief session.
- Accompany groups travelling by coach, or in some cases by car, boat, train or plane

### QUALIFICATION:

- At least Degree in Tourism or any other related field from well Recognized Institution.
- Not less than 4 years of working experience in Tourism Industry
- Evidence of previous similar assignments with name and contact address of the Company served.

### APPLICANTS ARE REQUIRED TO ATTACH THE FOLLOWING TO THEIR APPLICATIONS

- Detailed application letter, curriculum vitae with key contact address of three referees.

### APPLICATION METHOD

All application should be sent through e-mail at [barnabafelix@yahoo.com](mailto:barnabafelix@yahoo.com) before 30<sup>th</sup> May 2019.