TRAVEL ADMINISTRATIVE COORDINATOR – Luxury Travel Agency

ABOUT US
At Galangal we’re avid researchers with a spirited approach to travel, crafting unusual and extraordinary journeys in Spain. Our trips are thoughtfully planned, based on quality, exclusivity and personality, and have the expertise and local know-how that can hardly be acquired, thanks to a strong network of connections that allow us to deliver truly singular experiences.

We are seeking talented last year students of Tourism, Hospitality Management, Event Management or similar with a desire to work in a vibrant workplace and passionate about what we do.

If you are a self-driven and organized person who wants to join a company that is all about delivering customer focused travel experiences and values a start-up work environment this is the place for you.

YOUR ROLE
As a Travel Administrative Coordinator you will be the “right and left hand” of the Operational Director, providing a broad range of support and services related to

KEY RESPONSIBILITIES
• Prepare trip quotations
• Coordinate travel arrangements including: bookings, logistics, transport etc.
• Taking care of administrative activities like processing invoices and maintaining proper accounting department backup documentation and files
• Assist with other accounting functions and tasks on an as-needed basis
• Prepare all necessary documentation for clients before the departure

TO SUCCEED IN THE ROLE YOU SHOULD HAVE
• Great planning and organizational skills
• Ability to work under pressure and meet deadlines
• Reliability, flexibility, and hardworking attitude
• Ability to quickly learn
• Self-motivation with the ability to use one’s own initiative
• Good teamwork player who enjoys working with others

To apply, send your resume to bolsatrabajo-madrid@slu.edu
http://slu.edu/madrid
Avenida del Valle, 34 - 28003 - Madrid, Spain   Tel: (+34) 91 554 58 58 Fax: (+34) 91 554 62 02 • admissions-madrid@slu.edu
• Attention to detail to ensure thoroughness and accuracy at all times
• Good understanding and usage of Excel and Microsoft office
• Fluent proficiency in English
• Extensive travelling experience throughout Spain is considered a big plus

WHAT WE OFFER
• Financial assistance
• Being part of a fast-growing company with great projection and a dynamic team that will welcome you with open arms
• Career progression in the company for outstanding commitment and talent

Address
• Paseo Imperial 8, Madrid 28005

Schedule
• sería media jornada con flexibilidad con respecto al turno pero de las ofertas que te envié, el perfil administrativo tendríamos preferencia que trabaje por las mañanas y el comercial por las tardes.

Pay
• 250 euros a month

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