



## **Travel Coordinator (Part-time)**

### **Summary**

Coral Expeditions is Australia's pioneering cruise line with a 35-year history of innovation and high-quality marine operations. We now operate a fleet of 3 Australian flagged small ships operating to the highest standards of safety and hospitality. The company is headquartered in Cairns, and offers a friendly, challenging and very rewarding environment to work in.

### **Purpose**

To support the ongoing growth of the company, we are seeking a Travel Coordinator to join the Human Resources team. In this role you will work closely with the Human Resources Executive to ensure that all crew and company delegates have their flights and accommodation coordinated and all related documentation completed.

### **Essential criteria for candidates**

- Demonstrated experience in coordinating flights.
- Excellent communication both verbally and written.
- Able to prioritise and multi-task to achieve deadlines.
- Accuracy and attention to detail.
- Proficiency in Microsoft Office programs, with specific skill in Outlook and Excel.
- Ability to work flexible hours due to operational requirements.

This position is a part-time role and will be based in the Cairns office.

Don't miss the opportunity to join our team! Please e-mail your cover letter and resume to [careers@coralexpeditions.com](mailto:careers@coralexpeditions.com)

