



# SALES CONSULTANT

## EXPEDITION CRUISE RESERVATIONS

### THE ROLE

The Reservations Sales Consultant role is an integral position within our Reservations team. As the voice of our department for direct guests and partnership contact, the ideal candidate will have a keen focus on sales and guest experience, a true professional in communication and execution of booking conversion, working autonomously and within our friendly team environment this role will be supported and nurtured to achieve the best outcome for our business.

### RESPONSIBILITIES INCLUDE:

- Creating guest loyalty and strong partnership connections by providing a professional and unparalleled level of guest service and interaction.
- Attending to telephone calls and responding to emails promptly and accurately within efficient time frames.
- Converting enquiries by cultivating a strong understanding of our product, passenger demographic and strong follow up.
- Attending to set daily tasks with a sense of urgency and vigour for booking conversion.
- Accurate entry of details into our reservations system, programs, and database to accompany manifests and our SailSafe program.
- Compiling accurate reporting for distribution to our management team.

### WHAT YOU WILL BRING TO US

- Experience in a similar role within - Sales, Reservations, Administration, or Guest Services.
- Intermediate computer skills, encompassing Microsoft Office.
- Proven communication skills in English (reading and writing).
- Experience in travel industry preferred but not essential.
- Experience with Reservations systems preferred but not essential.
- The ability to prioritise in a fast-paced environment.

### WHAT WE CAN OFFER YOU

- Join a friendly, professional, supportive team environment
- Career growth in a progressive and expanding Australian company who lead the way in expedition travel
- The opportunity to work and travel in amazing destinations and with inspiring products.
- Salary commensurate with the role and upon completion of probation we will offer inclusion in the weekly incentive bonus program.

Applicants who meet the minimum criteria are invited to email a covering letter and current CV to [careers@coralexpeditions.com](mailto:careers@coralexpeditions.com)

As we screen all applicants and select candidates whose qualifications and experience meet our needs, we will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We wish you every success!



#### Our Expeditions

- > The Kimberley
- > Great Barrier Reef
- > Cape York & Arnhem Land
- > Tasmania
- > Australia's West Coast
- > South Australia
- > Australian Circumnavigation
- > Papua New Guinea
- > Raja Ampat & Spice Islands
- > Solomons & Vanuatu
- > New Zealand
- > Islands Of The Indian Ocean