

Sales & Operations Coordinator (French Speaking)

Number of Positions: 1

Contract Type: Indefinite

Job description

Special Interest Travel Limited (SIT) is seeking to recruit a Sales & Operations Coordinator to join its growing team.

This is a new position and requires direct involvement with individual travelers.

Amongst other duties the selected candidate will be working on sales proposals, implementation of marketing communication activities and on the development of the MICE and Leisure market segments.

S/he will also see to customers enquiries whilst ensuring a smooth experience for the clients' stay in Malta.

Requirements

The candidate we are looking for must:

- have a very strong command of written and verbal communication skills in both English and French languages and basic written and verbal communication in Italian;
- be able to work independently;
- be computer literate and well organized;
- be able to work flexible hours and must be willing to travel overseas;
- Be hardworking and able to work in a team;

Preference will be given to candidates who possess knowledge of the Maltese language and have experience in the tourism industry.

Training provided

On the job training and induction training will both be provided

Any assistance with accommodation/relocation

No

Salary

21,000 – 23,000 EUR per year

How will the interviews be held

Online and in person.

To apply

CVs and a covering email are to be sent by email to eures.recruitment.jobsplus@gov.mt and should be written in English. Please quote the vacancy name and number in your email.

All personal details will be treated in strict confidence.