

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/tours-manager-bognor-regis/>

Tours Manager

Industry

Travel

Description

Full Time TOURS MANAGER

Bee Happy Recruitment are Seeking for a highly organised person with proven leadership skills to join and manage the tours department in our clients Bognor Regis office. It is an extremely varied role overseeing and working within our friendly team.

You will need to be very motivated, hard-working, have great attention to detail and an ability to manage many projects and responsibilities.

The role includes:

- Managing the tours department and taking responsibility for all operations performed by the team. Eg. Drivers' packs, customer itineraries, supplier payments, booking excursions, etc.
- Producing two coach holiday brochures and two newsletters annually. This includes researching new destinations/attractions, finding and booking hotels, and designing and writing tours.
- Representing Woods at trade and promotional events.
- Working and liaising with other departments providing assistance and sharing ideas.

Working hours are Monday to Friday 08.30am to 5.30pm, including approximately one Saturday in four with a day off in the week to compensate.

Between £30,000-£32,000 depending on experience

Please drop me a message [??](#)

Or email me a cv to: Jamie@beehappyrecruitment.co.uk

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Bognor Regis

Working Hours

Monday-Friday 8:30am-5:30pm

Base Salary

£ 30000 - £ 32000

Date posted

August 19, 2024