

Job Title

Trainee Travel Agent

Company Name

RTC Travel

Job Summary

We will give you an insight into the travel industry

You will learn how to engage with the public, answer the telephone and take accurate messages

Communicate with other professionals

Learn about products and destinations that are on offer

General office and administrative work

Use of the Internet, printing, scanning and copying machine

Use of specialist travel computer software

Design and send bulk emails

Keep accurate records

Essential skills, experience and qualifications

A good standard of English and Maths and good communication skills. A confident and fun personality

Number of hours per week

25

Working pattern and contracted hours

Monday & Tuesday 9.30am - 5.30pm and Wednesdays 9.30am - 1.30pm. A second person will cover the second part of the week.

Hourly rate of pay

National Minimum/Living Wage