



Ihre Irlandspezialistin

www.irlandspezialistin.com

Ihre Irlandspezialistin, 27 Kingspark, Muckcross Road, Killarney, Co Kerry

**If you're the
fluent German speaking Part-time Office Administrator
we're looking for you'll be...**

- ... friendly, enthusiastic, communicative and conscientious
- ... you'll have high standards, pay attention to detail and be described as courteous, mature and a relaxed team player
- ... responsible for major administrative roles with Sabine Rosenhammer Travel LTD, in our Killarney based office. We are offering tailor-made tours around Ireland mainly for the German speaking holidaymaker

Your duties will range from:

- answering customer queries
- preparation for quotes
- data collection
- create and update customer records and databases in our software
- prepare (travel) documents such as registration forms, welcome letters, itineraries, ... for customers

Requirements:

- Fluency in German and English (written and oral) essential
- high level of computer literacy in Microsoft Word, Excel, Outlook
- Facebook, Wordpress, Mailchimp experience would be an advantage
- confidentiality re customer data and company data
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You'll need to be well presented, trustworthy, punctual with a natural enthusiasm for life & travel.

You'll apply the skills you already have in customer relations and computer programs.

If this is you please send us your CV latest by August 19th to info@irlandspezialistin.com