

Cruise Administrator - Homework UK Wide

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Company: Succeed Recruitment

Location: United Kingdom

Category: business-and-financial-operations

Cruise Administrator - Homework UK Wide

Salary and benefits Up to £24,000 plus excellent benefits Contract length Permanent, Full time Locations UK wide and home-based

Locations

Cruise Administrator - Homework UK Wide is available in the following locations:

Home-based

England

Bedfordshire

Berkshire

Bristol

Buckinghamshire

Aylesbury

Cambridgeshire

Cambridge

Peterborough

Cheshire

Chester

Cleveland

Cornwall

County Durham

Durham

Cumbria

Derbyshire

Devon

Exeter

Plymouth

Dorset

East Sussex

Brighton

Essex

Gloucestershire

Cheltenham

Gloucester

Greater London

Central London

Greater Manchester

Manchester

Hampshire

Portsmouth

Southampton

Herefordshire

Hertfordshire

Humberside

Hull

Kent

Lancashire

Lancaster

Preston

Leicestershire

Lincolnshire

Merseyside

Liverpool

Middlesex

Norfolk

Norwich

Northamptonshire

Northumberland

North Yorkshire

York

Nottinghamshire

Oxfordshire

Oxford

Shropshire

Somerset

Bath

Taunton

South Yorkshire

Sheffield

Staffordshire

Stoke-on-Trent

Suffolk

Surrey

Tyne and Wear

Newcastle-upon-Tyne

Warwickshire

West Midlands

Birmingham

Coventry

West Sussex

West Yorkshire

Bradford

Halifax

Leeds

Wakefield

Wiltshire

Salisbury

Swindon

Worcestershire

Redditch

Worcester

Wales

Caernarfonshire

Cardiganshire

Carmarthenshire

Clwyd

Wrexham

Denbighshire

Dyfed

Flintshire

Glamorgan

Cardiff

Swansea

Gwynedd

Mid Glamorgan

Monmouthshire

Newport

Pembrokeshire

Powys

Scotland

Aberdeenshire

Aberdeen

Angus

Dundee

Argyll and Bute

Ayrshire and Arran

Banffshire

Berwickshire

Caithness

Clackmannanshire

Dumfries

Dunbartonshire

East Lothian

Fife

Inverness-shire

Inverness

Lanarkshire

Glasgow

Midlothian

Edinburgh

Moray

Nairn

Perth and Kinross

Perth

Renfrewshire

Stirling and Falkirk

Sutherland

West Lothian

Western Isles

Wigtown

We're looking for those with strong cruise product knowledge and excellent admin skills for some brand new roles with a leading Tour Operator! Joining our client as a Cruise Administrator, the successful candidates will be responsible for providing excellent administration support to the Cruise team, agents and customers, resolving queries at the first point of contact and ensuring that internal and external customers receive a prompt and courteous service.

A good understanding of the cruise sector is essential for these roles, along with good attention to detail and solid admin skills. In return, our client can offer a competitive salary up to £24k plus excellent benefits, with a Mon - Sat working week, (Saturdays on a rota) with 6pm as your latest finish time!

If these roles are of interest to you, please contact us today for a confidential chat, or apply online.

Role of Cruise Administrator:

Check cruise bookings loaded by colleagues have been loaded correctly (using the Cruise Checklist)

Invoicing of cruise bookings

Ensure that notifications received from cruise lines to advise of itinerary changes are communicated to agents

Ensure that online check in is completed by agents so that ticket can be issued

Loading of Web bookings into in house systems

Issue tickets within given deadlines for all cruise bookings and ensure that all they are all correct and that all elements for the bookings are dispatched together.

Keep knowledge of products and destinations sold up to date by attending training sessions, completing web-based training

Any bookings made on board (by passenger) have been administered correctly.

Calls from agents regarding queries on bookings & amendments to bookings

Skills required for the role:

To be able to manage time effectively

Good attention to detail

Excellent knowledge of Cruise Lines and their systems

Customer focused

Strong product knowledge and business awareness

If you're interested in learning more about these Cruise Administrator roles, please contact us today for a confidential chat or press the apply online button now!

[Apply Now](#)

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