

Group Consultant

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Company: C&M Travel Recruitment

Location: London Area

Category: other-general

Groups Co-ordinator required to work for this well established business travel company. Paying up to £31K. Office based or Hybrid in London or homebased can be considered. Groups Co-ordinator, Responsibilities: - Working under the Groups Manager on a range of group travel projects, ensuring client satisfaction and successful project delivery on time and on budget and achieve pre-agreed event profitability targets.- Creating group and individual reservations and accurately input data - Negotiate best fares with suppliers as well as flexible terms and conditions- Ensure timely and accurate cost reconciliations, ensuring clients are invoiced in a timely mannerGroups Co-ordinator, Skills Required:- Previous experience in travel, specifically booking and ticketing group travel- Experience as a Business Travel consultant who wants to step into groups would be considered- GDS Experience- Excellent fares and ticketing knowledge including published, Net, Group and consolidator fares. - An outstanding written and verbal communicator- Knowledge and experience of MS Office (Outlook, Excel, PowerPoint)Additional Information:- Office based or Hybrid with the London office, or homebased can be considered- Paying £25K - £31K depending on experience and location- Working Mon - Fri rotas within 08.30 - 18.00To apply for this Groups Co-ordinator please either apply online, email your c.v to shannon@candm.co.uk or call Shannon on 02073971295 quoting Ref: SO

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