

## Online Travel Booking Administrator - Chester / Hybrid / Homeworking UK Wide

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Company: Succeed Recruitment

Location: United Kingdom

Category: other-general

## Online Travel Booking Administrator - Chester / Hybrid / Homeworking UK Wide

Salary and benefits Up to 23,000 plus bonus & excellent benefits Contract length

Permanent, Full time Locations UK wide and home-based

### Locations

## Online Travel Booking Administrator - Chester / Hybrid / Homeworking UK Wide

available in the following locations:

Home-based

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Bedfordshire

Berkshire

Bristol

Buckinghamshire

Aylesbury

Cambridgeshire

Cambridge

Peterborough

Cheshire

Chester

Cleveland

Cornwall

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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

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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

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Wakefield

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Salisbury

Swindon

Worcestershire

Redditch

Worcester

Wales

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Cardiganshire

Carmarthenshire

Clwyd

Wrexham

Denbighshire

Dyfed

Flintshire

Glamorgan

Cardiff

Swansea

Gwynedd

Mid Glamorgan

Monmouthshire

Newport

Pembrokeshire

Powys

Scotland

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Aberdeen

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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

Northern Ireland

Belfast

**If you're a travel industry professional looking for an opportunity to move away from sales and into a support/administration role, we have the perfect opportunity for you! Joining our client's growing Chester based team as an Online Booking Administrator, you'll work as part of a team to ensure that any online bookings which may fail as a result of any technical or supplier led issues are quickly and efficiently identified, resolved, processed and administered in order to maximise sales.**

Attention to detail is key and you'll facilitate and process customer payments securely ensuring all information obtained, inputted, and verified is accurate at all times. You'll strive to

deliver exceptional customer service representing our client's successful travel brands.

Ultimately, your aim is to drive repeat custom by providing outstanding service and building strong rapport.

In return, our client can offer a competitive salary of up to £23k plus bonus & excellent travel industry benefits, so for more information, please contact us today for a confidential chat, or apply online.

Please note – this role can be fully homebased.

**Role of Online Travel Booking Administrator:**

Identifying failure issues and reporting through to the correct internal channels

Utilising multiple supplier systems in order to re-book customers holidays

Process customer payments securely and accurately

Loading accurately into our back-office system

Continuously working towards and exceed booking targets

Ensuring all information obtained, inputted, and verified is accurate at all times

Striving to deliver exceptional customer service

**Skills required for the role:**

Customer service / sales or admin experience from within the travel industry - essential

Great attention to detail and accuracy

Experience of working in a fast-paced environment

Knowledge of supplier websites

Computer competent to book holidays swiftly and efficiently

Proficient in packaging multiple products together

If you're interested in learning more about this Online Travel Booking Administrator role, please contact us for a confidential chat or press the apply online button now!

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