



ADAMS & BUTLER  
HALLMARK OF LUXURY TRAVEL

## Job Opportunity Luxury Travel Designer

### **Company Description**

At Adams & Butler we deal with the high-end market to Ireland, Scotland, Britain and Africa. We are now also expanding to provide outbound luxury travel all over the world for our Irish clients. Adams & Butler is synonymous with exclusivity and a service bespoke to the desires of the most discerning of travellers. We strive to create journeys of distinction, with a really exclusive and authentic cultural experience for our guests.

We all work very closely together as a team and there is a great atmosphere in the office. We work hard, but we have a lot of fun doing so! There are a good number of events to attend when one is involved in the Travel Trade and training opportunities arising from time to time, as well as familiarisation trips both in Ireland and overseas.

### **Job Description:**

Do you have an unwavering passion for travel? Turn your passion into a career!

We are seeking individuals to join our team of dynamic travel consultants. Roles will be dependent on experience but will include Luxury Travel Consultants and Sales Support Assistants.

### **Responsibilities will include:**

Building exciting, bespoke itineraries for clients

General office administration

Liaising with suppliers and confirming bookings, tours, cars etc

Modifying existing bookings to suit a change in clients' circumstances

Create and update electronic records of clients

Researching destinations and keeping up to date with travel industry news

Filing and organising

Co-ordinating, preparing and issuing travel documents to clients (creativity needed here!)

## **Skills Requirements**

Fluent in both written and spoken English

Must have excellent written and verbal communication skills

Microsoft proficiency essential

Extremely organised

Must have previous sales or administration experience of some kind

A good knowledge and passion for travel is desirable.

A good knowledge of Ireland, Scotland & England for our inbound side of the business would also be a plus.

The candidate should also be honest, reliable, hard-working, flexible, a team player, punctual and have common sense. Attention to detail is an imperative requisite.

The right candidate for this role will have excellent people skills and provide the most personalised care and attention to detail for our clients, who include some of the world's most famous celebrities, Ex-Presidents, Ambassadors and CEOs.

Salary

DOE