



## LUXURY TRAVEL ADMINISTRATOR

Looking to get out of the city? An exciting opportunity has arisen to join this small, niche travel agent offering hand-picked luxury villas, haciendas, and cortijos in Spain, with excellent opportunities for progression.

A Luxury Travel Administrator is sought to provide cross-department support, helping the company to onboard new properties, administer bookings, and ensure smooth operations in resort, often for high-profile clients.

This is initially a part-time role which offers the flexibility of hybrid home/office working, attending our office in scenic rural Yorkshire at least twice a week to work alongside the company Director. You will have proven organisational, numerical & admin skills, preferably from a travel background, and ideally with good working knowledge of Spain.

This is a role for someone looking to start in a young, boutique agency which has a bright future and is undergoing rapid growth. You will be keen to learn all aspects of the operation and develop your role as the business grows into new destinations.

### DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

- Working alongside the General Manager, providing a range of admin support to clients, suppliers, and resort colleagues
- Completion of admin for new and existing bookings, ensuring timely updates are provided to all parties
- Maintaining excellent product knowledge at all times
- Gaining proficiency in using our booking software, able to assist on the reservations desk during busy periods
- Inputting new and updated product information and pricing
- Uploading content to website and APP
- Accounts admin: invoices, bills, and payments reconciliation
- Running and editing reports in Microsoft office
- Helping with emergencies or unexpected events
- Use of CRM and cloud software systems in accordance with company handbook (which you may also help to create)

[WWW.THELUXURYVILLACOLLECTION.COM](http://WWW.THELUXURYVILLACOLLECTION.COM)

Speciality Stays LTD, Becket House, 36 Old Jewry, London, EC2R 8DD,  
Company 07937358



#### DESIRED SKILLS INCLUDE:

- Self-motivated, organised, and able to manage own time efficiently; happy working alone to provide cross-departmental cover as needed
- Accuracy and a strong eye for detail are essential
- Equally as efficient carrying out routine data-entry tasks as when dealing with something sudden and unexpected
- Experience selling or organising high-end travel, comfortable dealing with HNW and UHNW clients and suppliers requiring 100% discretion
- Excellent communicator with a strong command of written and spoken English
- Adept at problem-solving, always seeing things through to completion
- Spanish language skills are a bonus
- Experience in travel and hospitality, or strong customer service background
- Experience with Microsoft, CRM systems and using cloud software

#### THE CANDIDATE WILL NEED:

- Ability to attend the office in South Yorkshire, at least 2 days a week
- Or - if hybrid working - superfast broadband and suitable space for working from home without interruption, due to high level of accuracy and telephone cover required

#### ADDITIONAL INFORMATION

This role offers a flexible timetable, based on 20 hours/week which can increase along with your progression within the company.

We have a very small, relaxed office in a small market town in South Yorkshire, accessible by bus and train, with a good selection of shops and cafes on the doorstep. We have a strong focus on family and wellbeing so we are always open to flexible patterns to ensure you can enjoy a good work-life balance.

Some overseas travel may be required to familiarise yourself with the product, especially if progressing more into Luxury Travel Management (reservations).

Salary commensurate with experience, to include performance-related bonuses and mileage allowance. Please include salary expectations and/or details of your most recent salary with your cover letter to [lindsay@theluxuryvillacollection.com](mailto:lindsay@theluxuryvillacollection.com)

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