

Applications are sought for the role of Admin and Office Co-ordinator

December 20th 2015

Hidden Secrets Tours is seeking a part time administration officer. For the last 6 months we have had a very capable person managing our bookings, tour suppliers, and clients 5 days a week with a 9am start. The position needs to be filled by February 10th with training, this means a start date of February 5th 2016

Please send your cover letter, CV, and response to responsibilities and proficiencies by January 15th 2016. We will look at early entries from Jan 5th.

This exciting, part-time position is based at Hidden Secrets Tours Office @ The Nicholas Building, 37 Swanston St Melbourne

We are looking for an energetic self motivated admin person. The job is a desk based job, but there are certainly times when there are times when getting out into the streets is important.

Hidden Secrets Tours is an award winning independently owned business that has operated since 2004, and is the leading walking tour provider in Melbourne supported by the local and international tourism industry.

Email us for a full position description office@hiddensecretstours.com or call 96633358

Position	Tours Administration and Office Co-ordinator
Products to work with	Hidden Secrets Tours, Golden Mile Melbourne, Vintage Outings.
Work rate:	PART TIME: Approx 25 – hours per week Mon – Friday - Start at 9am – approx. 2pm.
Date to commence	Start of Feb 5 th 2016 in MELBOURNE CBD.
Key Responsibilities	Managing the calendar, and daily staff activities. Managing the primary inbox for the company. Promoting the business in correspondence to potential clients Works directly under the proprietor of the business
Preferred proficiencies	Professional phone and email manner EXCEL, Word, Microsoft Office, Drop Box, Excellent grasp of grammar and spelling. Understanding of booking platforms a bonus but not essential. Ideally a good understanding of the tourism trade / wholesalers vs Retailers etc. but not essential. Excellent time management A Passion for Melbourne and its peoples Ability to manage multiple priorities simultaneously

We have a position outline and are looking for applicants that want to work with us as a small business that collaborates and encourages more people to visit, discover and immerse themselves within the laneways and glorious corners of Melbourne.

Please address your email to Fiona, and email to office@hiddensecretstours.com



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