



Trainee Travel Consultant - Modern Apprenticeship

An exciting opportunity to join the Clyde Travel Management team as a Trainee Travel Consultant or Online Support Consultant.

This is an SCQF Level 6 Modern Apprenticeship position, working 35 Hours per week at £8,000 per year, managed by Microcom Training.

Closing Date: Friday 26th November

Responsibilities

Candidate Requirements

What Will I Learn?

Responsibilities

You will be required to:

- Coordinate fully comprehensive travel provision from door-to-door including flights, accommodation, car hire, visa and travel restrictions support, and other land arrangements
- Adapt to a variety of clients and their travel policies, preferences, and expectations
- Manage bookings through the preferred channel as set out in the company's strategy, including NDC and client requests made through Consort
- Continuous learning & development to stay ahead of the constantly changing business travel environment
- Build and maintain both internal and external relationships through daily interaction by phone and email
- Offer flexibility to work in all aspects of the role, taking on tasks as dictated by business
- Maintain good administrative practices ensuring accuracy and attention to detail
- Establish an excellent understanding of travel technology

Responsibilities

Candidate Requirements

What Will I Learn?

Candidate Requirements

To have a head start in this vacancy, you will have completed a Foundation Apprenticeship in a related field. We'll need you to provide evidence of your qualification and show you gained the relevant skills from your placement

You will be required to have a strong willingness to learn to progress to the high standard of travel consultant which is expected. Flexibility and an organised approach to work is vital.

Previous Customer Service role or travel experience desirable.

Must have National 5 English.

Must be able to travel to Hillington daily.

Responsibilities

Candidate Requirements

What Will I Learn?

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- Administration and IT skills
- Working with bespoke IT systems
- Customer service
- Communication with customers through telephone or email
- Working within a great team
- Travel industry knowledge