

>atlanta Travel & Corporate Events Consultants, is looking for a Project Manager for their Business Travel department in their offices in Barcelona

Educational background and experience:

- Graduated in Business, Marketing or Tourism
- 3 years of experience at similar position within the Business Travel Industry
- High level of Microsoft package (Word, Access, Excel, Power Point).
- High level of CRS Amadeus and/or Sabre

Personal profile:

- Customer oriented is a must
- High degree of initiative and flexibility; independent and systematic approach
- Entrepreneurial skills and self-confidence
- Open-minded to new ideas
- Result-based, effective communication and negotiation skills
- Ability to build the relationship necessary to deliver positive revenue results
- Ability to work towards objectives
- Resilience to stress
- Residency in Spain and current work permit (if not E.U. citizen)

Languages:

- Fluent in English and Spanish. An oral and written level test will be required.

Reporting to department manager, the candidate will be responsible for:

- Handle all travel requirements for business travel clients
- Deal with cancellations, changes and schedule changes
- Development and Operation of the projects and budgets
- Issue of travel documents
- Invoicing

We offer:

- Great opportunity to join a leading company in the travel industry
- Labour Contract and INSS affiliation (National Health Service)
- Attractive salary + bonus system
- Career plan and training

We value:

- Professional contacts and networking in the market
- Knowledge of products, services and destinations.

If you are interested in this position, please send your C.V. to: rrhh@atlanta.es