

Junio - 2019

>atlanta travel & corporate events consultants, is looking for a Project Manager for their offices in Madrid

Educational background:

- Graduated in Business, Marketing or Tourism
- High level of Microsoft package (Word, Access, Excel, Power Point).
- High level of CRS Amadeus or Sabre
- Fluent in English and Spanish. An oral and written level test will be required.

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
- Hands-on both global and local markets
- Ability to build the relationship necessary to deliver positive revenue results
- Ability to work towards objectives
- Resilience to stress
- Availability to travel
- Residency in Spain and current work permit (if not E.U. citizen)

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

- Technical operational planning
- Customer Service both face-to face and "virtual"
- Handle all travel requirements for business travel clients
- Development and Operation of the projects and budgets
- Deal with cancellations and schedule changes
- Issue of travel documents
- Invoicing

We offer:

- Great opportunity to join a leading company in the meetings industry.
- Labour Contract and salary according to the experience and attributes of the candidate
- Bonus system and INSS affiliation (National Health Service)
- Career plan and training

We value:

- Minimum 2 years of experience at similar position within the Corporate Travel Industry
- Professional contacts and networking in the market
- Knowledge of products, services and destinations.