The Quest Travel Group

Office Coordinator Position

In this role, you will:

- Work with similarly minded energetic, driven and intelligent colleagues in a collaborative work environment
- Provide superior customer service
- Manage phone calls and correspondence (e-mail, letters, packages, etc)
- Create, update, and maintain databases and files, both electronic and hard copy
- Monitor and maintain office equipment, inventory supplies as needed
- Assist colleagues with administrative or clerical support
- Receive a base salary and unlimited commission potential

Need to have:

- Organizational Skills - You'll have excellent administrative and organization skills, the ability to multi-task while maintaining accuracy with a high attention to detail
- Strong communication skills- including the ability to work with all levels of employees and customers in a diplomatic and professional manner
- Career ambition – Driven self-starter who is motivated by the thought of a challenging career that can take you places
- Excellent customer service skills
- Proficient computer skills
- Ability to build strong relationships externally and internally
- Upbeat attitude with the ability to go with the flow while anticipating the needs of others

QUALIFICATIONS:

Minimum requirements:

- Prior experience handling administrative responsibilities
- Prior experience with arranging and booking travel strongly preferred
- Outstanding communication and interpersonal skills
- Highly organized multitasker who works well in a fast-paced environment
- Ability to keep information and details clear and concise, and staying focused even on the smallest of details especially during peak travel times as a result of the cyclical nature of the businesses
- Aptitude for crunching the numbers
- Able to maintain confidential information
- Solid computer proficiency with MS Office (Word, Excel, etc)