



Golf Travel Specialist

The successful candidate will join Golf PEI's dynamic golf travel specialist team. Golf PEI is responsible for organising golf holidays for the non-resident golfer visiting Prince Edward Island for its member courses and accommodation partners.

The successful candidate will also be responsible for a range of administrative responsibilities, mostly during the off-season, for GOLF PEI located in Charlottetown, PEI.

Primary Responsibilities

- Answer in-bound calls, voicemails, chats, or emails from customers who need assistance purchasing travel packages that may include lodging, golf and off course activities.
- Book packages and/or tee time on central reservation system for customers while providing them excellent customer service.
- Reporting & analysis of golf vacations booked through reservation centre.
- Tracking, reporting and reconciliation of value card program.
- Data entry for both consumer database and vacation engine including rates, descriptions, etc
- Provide administrative support to Executive Director as needed
- Maintain “expert level” knowledge of lodging properties and golf travel related products/services.
- Maintain excellent interpersonal, written, and oral communication skills with guests and suppliers
- Help with customer service in the Golf PEI Outlet Store

Qualifications, Skills and Education

- Preference given to candidates with a bachelor's degree in an applicable field like hospitality management or marketing.

- Sales experience and computer skills are essential, as is a working knowledge of the travel industry, and accommodation/golf reservation systems.
- The applicant must have strong communication skills, and be extremely detail-oriented
- Possess a professional and friendly attitude, and be able to quickly develop a rapport with guests and suppliers over the phone and through emails.
- Able to use MS Excel and MS Word software at an intermediate level

SEND APPLICATIONS TO

Golf PEI c/o Mark McLane

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Deadline to apply is September 30, 2021