

rayburntours

POSITION:	Sales Consultant
CONTRACT:	Permanent/full-time (37.5 hours per week)
LOCATION:	Derby
SALARY:	£18,000 - £24,000 dependent upon experience plus additional on-target earnings of £2,000 - £10,000

THE COMPANY

At Rayburn Tours, inspiring young minds and creating unforgettable experiences is at the heart of what we do.

Group travel specialists since 1965, we are an independent, family-run business based in Derby. Our ever-growing team of almost 100 employees is dedicated to creating tailor-made, international trips for over 23,000 passengers each year. Specialising in educational trips, ski trips and sports tours for schools, as well as concert tours for all types of youth and adult ensembles, we aim to inspire our groups to seek adventure, embrace other cultures and learn new skills.

Our sister company, Venture Abroad, offers activity holidays for uniformed youth groups (such as Guides and Scouts) and works closely with the Trefoil Guild to provide an event management service for their Annual Meeting.

We organise a comprehensive package which is comprised of travel arrangements, accommodation, excursions, full itinerary planning and insurance, as well as a multitude of tour-specific extras including organising venues and publicity for concert tours and study handbooks (linked to the National Curriculum) across a wide variety of subjects for educational tours.

THE POSITION

We have an exciting opportunity for three Sales Consultants to join our team. After initial training, the successful candidates will be responsible for selling tours to a variety of destinations. The main duties are:

- Taking enquiries from clients via telephone or in person.
- Advising clients of the best solutions to their requirements.
- Compiling profitable and attractive quotations for clients and ensuring regular contact is maintained throughout the process.
- Work towards generating a targeted amount of Gross Profit.
- Liaising with airlines, accommodation centres and other suppliers.
- Carrying out sales visits/presentations to the Party Leader and/or group. These may include face-to-face meetings with leaders and parents' evenings which will require flexibility as clients are located throughout the UK and visits may take place during evenings or at weekends.
- Researching and undertaking destination and accommodation inspection trips (in the UK and overseas) where appropriate.
- Assisting in developing tours to new destinations and occasionally accompanying groups on tour.

There are fluctuations to the pattern of tours that we sell and operate and, consequently, there will be peak periods throughout the year when additional hours may need to be worked in order to complete the workload. We also operate an out-of-hours emergency telephone which is

covered by staff on a rotational basis during the periods that our groups are on tour. All Sales Consultants take part in the Emergency Phone Rota, however, you are not expected to have responsibility of this until full training has been completed.

There will be opportunities to travel to the destinations that we offer through inspection visits and familiarisation trips as well as accompanying groups as a courier or observer.

Based at our Head Office in Derby, the position is full-time (37.5 hours per week, Monday – Friday). The Company operates a Flexible Working Programme for all full-time staff which enables a choice of one of 4 bands to work per week between 08:00 – 18:00hrs.

The start date is immediate and is therefore dependent upon the successful candidate's notice period.

KNOWLEDGE & EXPERIENCE

Essential Skills & Experience

- Ability to manage time and co-ordinate priorities effectively
- Strong interpersonal, written and oral communication skills
- Attention to detail
- Financial and commercial awareness
- Full UK driving licence

Beneficial Skills & Experience:

- Experience of working in a sales environment
- Proven ability to hit set targets
- Knowledge of the travel industry
- An interest in travel
- Knowledge/experience in one of our key areas: skiing; sports; education; history; geography; Scouting; Guiding and/or have a musical background
- Fluency in French, German, Spanish or Italian

BENEFITS

- A basic salary of £18,000 - £24,000 (dependent upon experience)
- A commission scheme based on individual sales (OTE £2,000 - £10,000)
- Bonus scheme based on profit and target achievements
- 24 days holiday per year (increasing with length of service to a maximum of 27 days) in addition to all public holidays
- Cycle to Work, Healthcare Cashback and Contributory Pension schemes
- Flexible Working Programme

HOW TO APPLY

Applications should be addressed to Katie Boyden and include a CV with a covering letter stating:

- Your current role and salary
- Where you saw this vacancy advertised
- Why you are a suitable candidate for this position
- Which department(s) you are interested in working in and why

Please email your application to recruitment@rayburntours.com or post it to:

Joint Managing Director
Rayburn Tours Ltd
Rayburn House

37 Brunel Parkway
Pride Park
Derby
DE24 8HR

Closing date: 24th April 2019

