

EMPLOYMENT JOB SPEC: TOURISM & MARKETING ADMINISTRATOR

COSMO LODGE: 10553 Bern Crescent, Cosmo City Ext 9 & COSMO INN: 2155 Morocco St., Cosmo City Ext2

1. Requirements

- Tertiary Qualification preferably in the Travel & Tourism or Marketing (Diploma or Degree)
- Advanced Computer literacy
- A valid driver's license
- Willing to travel between Durban and Johannesburg
- Nguni (Zulu, Xhosa, Ndebele etc.) speaking and English
- Preference would be given to candidates within the Cosmo City Area and Surroundings

2. Job key attributes

- Customer Service
- Proven marketing or sales experience
- Outspoken and fluency in English
- Works under min supervision
- Planning and entrepreneur skills
- Receptionist skills
- Computer & Information technology
- General Administration

3. Duties: The duties are divided into 3 key factors i.e. marketing, receptionist then travel & tourism

3.1 General duties: Marketing

- In charge of all marketing duties for Tiddat with regards to bookings as well as tourism
- Attends to all functions relating to the travel and tourism industry
- Works independently under minimum supervision while increasing sales in the organization
- Create brand awareness initiatives including organizing events, distribution / creation of pamphlets, website updates as well social media updating
- Markets and create business for tours

3.2 General duties: Receptionist

- Works as a receptionist for booking of guests and tours
- Does all bookings and confirmations especially for travel and tourism
- Register to travel and tourism agents and be up to date with all bookings

3.3 General duties: Travel and Tourism

- Take tourist and drive them around while explaining all the destinations
- A good research of the surroundings is important as the tours would need to be created
- Be able to entertain a guest for at least two full weeks and be able to create an itinerary
- Adaptability of various tours for different culture groups
- Good talking skills, and must entertain
- Be willing to work extra hours
- Be willing to travel mainly within Gauteng, KZN and North West
- Undertake any other duties as may be required from time to time and available 24hrs on standby