



Back Office Manager

📍 Київ,

Компанія: BSI Lifestyle

Рубрики: [Туризм та спорт](#), [Готельний бізнес](#)

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	обов'язковий
Графік роботи:	повний робочий день

Опис вакансії

BSI Lifestyle, luxury private members concierge services club with Head Office in London is searching for the ideal candidate to fill the position of Back Office Manager in Kyiv.

The successful candidate will be working with clients' requests with all kinds of travel and concierge arrangements they might have.

Responsibilities and Duties:

As part of the Kyiv-based Back Office team you will be heavily involved in organising

Travel arrangements:

- Awareness in luxury lifestyle management;
- Hotel/ villa/ chalet booking
- Transfers / car at disposal service / car rent
- Private luxury yacht charters
- Private Jet charters (through brokers and directly with the operators)
- Helicopter transfers
- Guided excursions
- VIP/ Fast track services for arrivals/departures at the airports
- Any other travel-related request

Concierge arrangements:

- Search and purchase of exclusive bags, dresses, shoes, etc.;
- House personnel for the client (drivers, managers, nannies, tutors);
- Events Management (VIP tickets, concerts, gala dinners, sport events, fashion shows)
- Restaurant/Night Club selection and booking
- Presents delivery (Exclusive bags, cigars, exclusive alcoholic beverages)
- Any type of requests upon client needs

Qualifications and Skills:

- Experience in concierge/travel luxury segment 1-3 years

- Extensive knowledge of high-end tourism product booking procedures
- Upper-intermediate level of English is a must
- Experienced PC user (MS Office)
- Ready to stay connected 24/7 and work on weekends

The Successful Applicant:

- Degree in Tourism or Hospitality
- Experience of 1+ years in travel agency/tour operator/concierge services back office
- natural curiosity for something new
- independent and creative way of thinking

We offer:

- Competitive salary
- Working hours 10:00 – 19:00, Monday to Friday (Shifts Saturday and Sunday)
- Possibility for FAM-trips
- Young and creative team

To apply for this opportunity, please send your resume and a cover letter to kristina@bsilifestyle.co.uk

Контактна інформація

Контактна особа: BSILifestyle
Сайт: <http://www.bsilifestyle.co.uk>
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