

<b>Company Name:</b>	NZdirect
<b>Job description</b> (max. 250 characters)	Employment Type: Full time, Permanent  Pay and benefits: base salary plus performance based bonus  Key Responsibilities are  1. Responsible for the overall organisation of the NZdirect Student Tours: <ul style="list-style-type: none"> <li>- Develop and organise student tours</li> <li>- Handle booking of tours and activities</li> <li>- Liaise with operators, schools, international students &amp; parents</li> <li>- Maintain accurate records of financial transactions</li> <li>- Set prices &amp; manage budgets</li> <li>- Accompany tours from time to time</li> </ul> 2. Responsible for the overall organisation of inbound travel / parent travel and incoming group tours : <ul style="list-style-type: none"> <li>- Develop tailor made itineraries for individual clients or groups</li> <li>- Liaise with operators and clients</li> <li>- Arrange for the bookings of accommodation, travel and activities</li> <li>- Maintain accurate records on all financial transactions</li> <li>- Set prices &amp; manage budgets</li> </ul> 3. Carry out marketing activities and develop ideas and tools to effectively market NZdirect products to the appropriate target markets.  4.Strategic coordination and input in the company's business planning processes.  5. General administration duties
<b>Location:</b>	Nelson, Nelson / Tasman

<p><b>Field of activity</b> (max. 180 characters)</p>	<p>Tourism – see below: NZdirect is the inbound travel agency of Study Nelson Ltd, a Nelson based International Education Consultancy recruiting students and young travellers from German speaking countries. NZdirect specialises in youth travel programmes as well as individual tour itineraries for visiting parents.</p>
<p><b>Qualifications</b> (max. 500 characters)</p>	<p>The successful candidate will be a native German speaker with a "can do" attitude and absolute attention to detail.</p> <p>We are looking for an exceptional person to join our team at our head office in Nelson. You should demonstrate the following skills, experiences and aptitudes:</p> <ul style="list-style-type: none"> <li>- Native German speaker with great communication skills (oral and written) and the ability to communicate fluently in English</li> <li>- Absolute attention to detail and the ability to multi-task</li> <li>- An educational background or experience in tourism, good knowledge of New Zealand as a tourism destination</li> <li>- Competent computer skills in Microsoft Office suite, incl. Outlook, Word, Excel, PowerPoint, Photoshop &amp; Adobe illustrator</li> <li>- Enthusiastic and dynamic self starter with great organisational and administrative skills</li> <li>- Able to meet deadlines &amp; work under pressure</li> <li>- Some marketing / PR skills and experience or an aptitude with online marketing will be desirable</li> <li>- An aptitude to working with figures will be an advantage</li> <li>- Must be willing to work on a permanent basis in Nelson</li> </ul> <p>Applicants for this position should have NZ residency or a valid NZ work permit (no working holiday makers!)</p>

**Contact:**

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