

TOUR COORDINATOR

istanbulite is a boutique travel agency that organizes custom-made private tours and provides concierge services to her clients.

Our office is located in Tophane in Istanbul, however we are organizing tours in Cappadocia, Ephesus and Bodrum as well.

istanbulite caters to the needs of sophisticated, individual travelers. Most of our clients are from the US and UK, however we have clients from all over the world including Brazil, Mexico, India, Singapore, Dubai, Switzerland, Italy etc.

istanbulite is looking for teammates in order to expand her business at a time when tourism in Istanbul is booming.

Requirements:

- University degree (Degree in Tourism and Hotel Management, Social Sciences or Foreign Language)
- Excellent command of English (written and spoken)
- Strong organizational skills
- Strong communication skills
- Good command of MS Excel and MS Powerpoint
- Solution-oriented
- Able to work with flexible schedules
- Interest in tourism industry
- Strong will to learn
- Has completed military service (for male candidates)

Job Description:

- Conducting corporate correspondence in English
- Preparing tour itineraries
- Supplier coordination
- Answering tour requests, handling last minute organizations when necessary
- Creating content for website/blog, promotion materials and newsletters
- Depending on the candidate's skills, social media management can be discussed as well.