

Job Description

Job Title: Operations Executive – Surface Operations (Coaching)

Department: Operations

Location: Gloucester

Purpose of the job:

Surface operations are responsible for the coach, ferry & tour manager aspects of Travelscope's European tours. The successful candidate will be involved in all aspects of the operation but their main duties will be as follows:

- prepare coach timings/routings
- negotiate and book coaches with coach companies
- ensure quality control of coaches/drivers
- take their place on the 24 hour on call rota

Person Profile:

The candidate suitable for this role needs to be confident, enthusiastic and highly self motivated with the following abilities.

- good geographical knowledge of the UK and Europe
- flexible
- able to work under pressure
- computer literate