



Job Opening – Sept. 2017

## THE COMPANY

**BEYOND ATHENS** (est. 2014) is a boutique DMC/ tour agency specialising in experiential tourism for small/ independent/ private groups (operating both B2B and B2C). Beyond Athens' mission to share its insider knowledge of Athens and its environs with foreign visitors and make them discover its hidden gems.

Its offering includes outdoor activities, local gastronomy and wine tasting tours, workshops, sports activities and tailored travel packages. Groups of travellers or individuals can choose between single activities, one-day tours, thematic city-breaks or longer stays, or ask for customised programs.

BEYOND ATHENS is rapidly growing and seeks to find young, passionate and motivated staff that will join the team and actively contribute to expanding its activities and business.

BEYOND ATHENS provides a challenging and stimulating work environment. Be part of the leading Greek industry, meet and liaise with people from all over the world and grow as a professional.

## THE VISION

Beyond Athens believes that the region of Athens is an ideal destination for city breaks or longer holidays, thanks to its mild climate and its easy-going way of life, topped with world-class monuments, a sophisticated nightlife and beaches with crystal-clear waters. It showcases the natural beauty and the rich cultural heritage of the wider Attica region in innovative and unconventional ways. Also, it seeks to highlight the local food, lifestyle and traditions.

## THE POSITION

### Sales and Account Manager (part or full-time position)

Basic salary plus bonus based on performance

#### Tasks:

- Communicate in exceptional oral and written English with our clients
- Handle and keep up to date the internal digital archives and operations/ booking systems and calendar (clients, tours, providers etc.)
- Organize and analyse data on tours, clients etc.
- Draft and send regular newsletters
- Handle customer inquiries and booking requests by telephone or e-mail
- Handle complex information from clients and effectively arrange, promote, and sell our packages within our structured framework
- Effectively liaise with our suppliers and service providers and contribute to the expansion of the network of collaborators
- Develop, with minimal guidance, well-structured written materials in English or another language
- Draft blog posts and post on social media
- Pursue appropriate training or research to enhance individual skills and industry knowledge
- Contribute to business development efforts (explore business opportunities, design new products and services, expand network of collaborators and suppliers, contact villa owners, hotels, agencies, T.O.s)

## THE CANDIDATE

#### Required:

- Passionate, motivated, ambitious, results-oriented, high problem-solving skills
- Age <35 years old
- Education in social sciences, humanities, arts
- Exceptional command of the English language. Knowledge of a second language (in particular, Spanish, Italian, German, is considered an asset). Knowledge of good Greek is not mandatory
- 3+ yrs of professional experience
- Organizational skills. Ability to work autonomously, to multi-tasking and flexibility
- Strong client interaction, presentation, and project management skills
- Solid knowledge of and familiarity with common desktop applications as well as standard analytic and word processing tools

#### Desired:

- Education in tourism business management. Alternatively, understanding of the overall economics of the Greek and the global tourism industry
- Previous experience in the industry in a similar position

- Copywriting and content production skills
- Social media competent
- Basic graphics software knowledge
- CRM software competent
- Foreign languages
- Travel and cultural buff

## THE DEADLINE

16.10.2017

Interviews will be conducted in English.

## CONTACT

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