



# PANORAMIC JOURNEYS

## Job Description

<b>JOB TITLE</b>	TRAVEL DESIGNER - Asia
<b>COMPANY</b>	Panoramic Journeys Ltd
<b>LOCATION</b>	PJ Head Office, Oxfordshire (Flexible working is possible)
<b>REPORTS TO</b>	Region manager

### PURPOSE OF ROLE

- To create, sell and deliver a high standard of enjoyable, original and responsible journeys, tours and holidays that fit in with Panoramic Journeys' ethos and provide a good gross profit margin.

### KEY ACCOUNTABILITIES – KPIs

- Profitable sales of tailor-made tours
- Timely response to enquiries
- Client satisfaction

### KEY DELIVERABLES / RESPONSIBILITIES

Duties to include but are not limited to;

- **Coordination of enquiries and sales for designated destination(s)**
- **Research and development of travel product for destinations as required**
- **Designing and costing tailor made journeys for designated destinations**
- **Creating client proposals for tailor-made and small group tours**
- **Achieving key profitability targets when costing and selling journeys**
- **Communicating with agents in destinations (as required) regarding enquiries and client bookings**
- **Managing and corresponding with clients from enquiry until return**
- **Assisting Directors and Senior Travel Designers to manage workload**
  
- Screening telephone calls and handling initial enquiries
- Updating and analysing CRM database with client information
- Flight research and reservations
- Updating and sending booking, pre-departure, in country and post trip materials
  
- Representing Panoramic Journeys at exhibitions and events

Panoramic Journeys Ltd, Granary Barns, Chapel Road, Chadlington, OX7 3NX, UK  
info@panoramicjourneys.com Tel. +44(0)1608 676821



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- Monitoring and reporting market and competitor activities in our destinations
- Contributing to website, social media and newsletters
- Contributing to marketing planning for selected destinations
  
- Assisting in the smooth running of the Panoramic Journeys office including assisting with the development of sales and marketing procedures and systems e.g. Itinerary template design

Please note that this role profile may be reviewed and amended to incorporate future needs of the department and the company.

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