

## Sales & Operations Coordinator (Spanish Speaking)

Number of Posts: 1

Contract Type: indefinite

### Job description:

Special Interest Travel Limited (SIT) is seeking to recruit a Sales & Operations Coordinator to join its growing team.

This is a new position and requires direct involvement with individual travelers. Amongst other duties the selected candidate will be working on sales proposals, implementation of marketing communication activities and on the development of the MICE and Leisure market segments.

S/he will also see to customers enquiries whilst ensuring a smooth experience for the clients' stay in Malta.

### Requirements

The candidate we are looking for must:

- have a very strong command of written and verbal communication skills in both English and Spanish languages and basic written and verbal communication in Italian
- be able to work independently;
- be computer literate and well organized;
- be able to work flexible hours and must be willing to travel overseas;
- Be hardworking and able to work in a team;

Preference will be given to candidates who possess knowledge of the Maltese language and have experience in the tourism industry.

**Training provided** On the job training and induction training will both be provided

Any assistance with accommodation/relocation: No

**Salary** : 21,000 – 22,000 EUR per year How will the interviews be held Online and in person.

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### To apply:

Please send Letter + CV in English by email to [eures.recruitment.jobsplus@gov.mt](mailto:eures.recruitment.jobsplus@gov.mt) copia a [pccpmixto.eures@sepe.es](mailto:pccpmixto.eures@sepe.es) quoting the name of the vacancy **Sales & Operations\_Spanish** and the vacancy reference **417079** in the covering email.

**AYUDAS EURES A LA MOVILIDAD LABORAL:** Infórmate de las ayudas económicas para acudir a la entrevista, y/o para el posterior traslado al país de destino si resultas contratado. Requisitos y trámites a seguir en:

Planes Específicos de Movilidad de EURES en los que participa España (Targeted Mobility Scheme -

TMS) <https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/tu-primer-empleo-eures.html>

Para más información contacta con el/la Consejero/a EURES de tu provincia:

[https://www.sepe.es/contenidos/personas/encontrar\\_empleo/encontrar\\_empleo\\_europa/consejeros.html](https://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html)