

Job Opening: Group Department (Hotel, Service & Excursion Operations Coordinator)

Our company, a leader in the tourism industry, is seeking a highly organized and motivated individual to join our Group Department, based in Crete.

We Offer:

- A competitive remuneration package.
- A dynamic and fast-paced working environment with opportunities for career development.
- Year-round employment.
- Confidential handling of all applications.

Key Responsibilities:

- Group Requests
- Communicate booking updates with hotels, excursion suppliers and destination teams to ensure smooth and timely service delivery.
- Act as a point of contact for customers before, during, and after their trip, handling changes, cancellations, new requests, prepayments and problem resolution when necessary.
- Organize group programs according to confirmed itineraries: verify hotel bookings and coordinate all necessary suppliers (guides, transportation, restaurants, entrance tickets).
- Prepare tour documentation and vouchers, and brief tour leaders/guides before each departure.
- Create and manage bookings in the system, including all required services and corresponding costs.
- Handle administrative tasks, manage prepayments, and resolve any cost discrepancies.

Required Skills & Qualifications:

- Minimum 2 years of experience in a similar or related position.
- Excellent written and verbal communication skills in both English and Greek.
- Strong computer literacy, particularly in MS Office and Internet use.
- Excellent time management and organizational skills.
- Ability to perform effectively under pressure.
- Team player with a collaborative attitude.

Apply Now:

Interested candidates are invited to send their CV to: her.hr@dtsservices.travel