



Program coordinator – Camp Leaders

Overview

We are looking for a confident, dynamic and diligent person to join Smaller Earth CZ on our sales team, guiding participants from initial contact through to their enrolment on one of our programs. The role will primarily focus on the flagship program, Camp Leaders, with high cross sale targets for the other work & travel, au pair and volunteer programs offered.

Smaller Earth Ltd is the CZ subsidiary of Smaller Earth Group, an international organisation with offices in 11 different countries, offering an array of travel programs. Having been established in 1999, Smaller Earth Group now has a staff base of over 100 employees working to the values of 'Ambition, Excellence, Innovation, Passion, Self-Development and Trustworthiness'.

Smaller Earth Group's purpose is to 'Inspire People to go Further' and this relates to both our staff and participants. For this reason, the person fulfilling the role of Travel Advisor is required to be ambitious with the talent to help the company continue its drive to achieve our aim of 'Positively Impacting 20 million People By 2020'.

Key skills required for the Travel Advisor position include the ability to consistently and positively sell Camp leaders program, as well as the knowledge and skill to effectively contribute to innovation of the sales strategy and planning.

We are looking for an innovative staff member who can quickly become a fluent user of our online database and easily forge strong professional relationships with our customers. In addition to strong core and interpersonal skills we would like the candidate to possess experience of international travel.

All applicants should attach their CV/Resume and cover letter to an email addressed to t.richtr@smallerearth.com. Closing date for applications is 24th April 2017. Successful applications will be required to interview on 26th-27th April 2017.

**Summary of the post:**

- Responsible for selling Camp leaders and Resort leaders programs, with the primary focus being Camp Leaders
- Contacting participants through phone calls, e-mails and social media
- Developing and maintaining relationships with Universities, clubs and societies to aid the recruitment of skills participants for the Camp Leaders program
- Aid the growth of Camp leaders CZ through promotions at key events

Job Commences: June 2017 – September 2017

Status: Full-time, salaried position working 40 hours a week, plus some weekend days between December and March

Salary: To be determined based upon education and experience

Location: Smaller Earth CZ office (Tyrsova 1832/7, Prague 2)

Responsibilities include:

- Effectively and efficiently sell directly to participants interested in the Smaller Earth, Camp Leaders, Resort leaders
- Fuel passion for our brands among customers
- Administer applications from the point of initial interest, through to their enrolment
- Contribute to innovation of techniques and styles used in the promotion and sales of the brands
- Extend the network of contacts to aid the recruitment of participants for the Camp Leaders program
- Help with the marketing of all Smaller Earth programs
- Fully embrace and actively promote the mission, vision and values of the business and ensure that these are reflected through the presentation of products and services to existing and potential customers
- Be aware of and stay up to date with knowledge of competitors' products and services
- Responsible for National team in the Czech Republic

Skills, experience and qualities:

- Excellent negotiation, influencing and sales skills
- Experience developing relationships with customers
- Passionate about the brands offered by Smaller Earth CZ, with strong product knowledge
- Strong IT and processing skills (preferably Mac literate), Graphic software(Photoshop)
- Creative and open minded with a desire to foster innovation
- Commercially orientated
- Able to make and justify decisions
- Interested in what motivates people and able to inspire people to action
- Cool under pressure
- Able to follow through detailed instructions
- Prepared to travel domestically
- Build trust, value others, drive execution, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity

For an informal conversation regarding the position, please contact Tomas Richtr (t.richtr@smallerearth.com) on +420-728-345-284