

Job Title:	Customer Support Consultant	Team:	Customer Service
Reports to:	Customer Service Manager	Reporting in:	N/A

Role Summary and Job Purpose:

The Customer Support Consultant is responsible for providing exceptional customer service through a variety of booking channels as well as the delivery of back office administrative processes enabling a smooth and efficient customer journey. Self-motivated and a great team player are pre-requisites for all Customer Support Consultants.

Key Responsibilities:

- Deliver personalised customer service and support of the highest level at all times
- Professionally handle incoming requests from customers and colleagues, ensuring that requests are resolved both promptly and thoroughly
- To ensure all customer, team queries & administrative tasks assigned to you are responded to in line with team KPI guidelines
- Process, administer & respond to queries via a variety of booking channels e.g. OTA's and web
- Support and provide superior service to other sales channels, such as telesales, email and Live Chat as and when required
- Responsible for executing all customer service tasks within Travel Studio for the assigned destination
- Co-ordinate updates for Product and Ops Teams where necessary
- Continuously evaluate and identify opportunities to drive process improvements for your team that positively impact the customer experience and improve efficiency
- Provide backup support to all Customer Support Consultants within the team as required
- To execute all assigned tasks efficiently, ensuring team targets and KPI's are met
- Ensuring a customer focused approach is adopted in all assigned responsibilities
- A flexible attitude in the undertaking of all tasks is paramount

Skills and Experience:

	<i>Essential</i>	<i>Desirable</i>
Strong customer service ethos – keeping the customer at the heart of all decision making	✓	
Strong communication and interpersonal skills, displaying the ability to connect and build relationships with all teams around the business	✓	
Proven excellence in administration roles	✓	
Effective planning, prioritising and organising of workload is crucial	✓	
Accuracy, quality and excellent attention to detail are paramount	✓	
Thrives on multi-tasking in a busy environment	✓	
Energetic, enthusiastic and a strong desire to exceed customer expectations	✓	
Independent travel experience		✓

Education:

	<i>Essential</i>	<i>Desirable</i>
GCSE English and Maths Grade C or above.		✓

Explore reserves the right to vary your tasks, duties and responsibilities at any time and from time to time according to the needs of the Company's business. However, you will not be assigned to duties or required to perform services which you cannot reasonably perform or which are outside the range of your normal skills and experience. There will also be times when you may be asked to transfer, either temporarily or permanently, to an alternative job within the Company. Where this is agreed with you, either on a temporary or a permanent basis, it will be confirmed to you in writing.