



### **Group Bookings Administrator**

Exeter Cathedral is Devon's most iconic building and welcomes over 100,000 visitors a year from Pilgrims to tourists, day visitors to those seeking peaceful prayer. To help us to ensure that our welcome is always excellent we are looking to recruit a Group Bookings Administrator.

As part of the Visitor and Volunteer team you will have the day to day responsibility for receiving and organising requests from Group Travel organisers, arranging guided tours, roof tours and even afternoon teas, to ensure that our customers have a first class visit.

You'll have a patient, calm, approachable manner and proven experience of dealing with a wide variety of people both face to face, on the phone and via email. You'll look at ways to grow the bookings from our current group travel users and seek out new opportunities to both enhance our current offer and find new business leads. A second language such as French or German would be ideal (but not compulsory)

Closing Date: Sunday 24th February 2019

Interviews: Tuesday 27th February 2019

You'll need to complete an application form (available from our website) and return it with a covering letter telling us why you're the right person for this role.

C Escott  
1 The Cloisters  
Exeter  
EX1 1HS

Full time, 35hrs a week with a flexible approach as weekend work may be necessary

Salary: £17,000

Job Types: Full-time, Permanent

