

QUICKSILVER GROUP



Australia's leading Great Barrier Reef company, consisting of Quicksilver, Great Adventures, Silver Series, Pro Dive Cairns and Green Island Resort seeks to fill following vacancies within our Group.



PERSONAL EXECUTIVE ASSISTANT

We are seeking an enthusiastic person to join our team as a Personal Executive Assistant to the Group Director of Sales & Marketing, in addition to support for the Sales and Marketing team. Duties include Booking and replying to familiarisation requests, Completing agent contracts, Management of rates including distribution and administration, Entering new rates and product changes for online agents, Liaising with accounts and reservations with regard to rates, famils and agent requirements, taking minutes of meetings. The ideal applicant will have knowledge of Microsoft Word, Excel and database programs, High standard of written and oral communication and an understanding of the Sales Distribution within the Tourism Industry. The successful applicant will be a positive team player, have confidence when dealing with people and have excellent presentation.

Forward applications and resume to
PO Box 898 Cairns QLD 4870 or
email mandy@greatadventures.com.au

Applications close Wednesday 23rd June 2010