



In operation since 1983, Pro Dive Cairns is recognised as Australia's premier learn to dive and liveaboard trip operator. We specialise in all levels of diver training from beginner to professional, three day dive trips and retail sales of dive, snorkel and water sports equipment.

As a 5 Star PADI Training and Instructor Development Centre, we provide the highest standards of dive education and training facilities available. Our modern dive centre features two large four metre deep heated pools. Combine this with 3 premium liveaboard dive boats and spectacular dive locations on the Great Barrier Reef, there truly is no better place in the world to work and dive!

Pro Dive Cairns is part of the multi-award winning Quicksilver Group.

We are currently seeking a professional and enthusiastic person to fill the following position:

### **RESERVATIONS MANAGER**

Based at our training centre, the Reservations Manager is responsible for the administration of our computerised reservations system, and involves responding to telephone and Internet enquiries; and the processing of reservations.

Ideally the applicant will be a well presented, outgoing team player with excellent customer service skills and telephone manner. High level of computer and Internet skills are essential. Experience in tourism reservation and the local tourism industry will be an advantage but not strictly necessary. A current dive qualification will also be beneficial.

This is a full time salaried position.

Applications in writing should be sent to General Manager, PO Box 5551 Cairns 4870

Or emailed to [paul@prodivecairns.com](mailto:paul@prodivecairns.com)