

Travel Assistant

Economic Policy Research Institute – Claremont, Western Cape

The Economic Policy Research Institute (EPRI), is a not-for-profit independent research institute focusing on poverty alleviation based in Cape Town. We are looking for a full time Travel Assistant to attend to our growing travel needs. You will need to be able to work independently in a very fast paced environment. Strong knowledge of global geography is appreciated. Experience in the travel industry is a positive, but not essential, as long as the applicant is eager to learn. At times, long hours and weekend availability are required. The successful candidate will be driven, ambitious, detail oriented, self-directed, and intelligent.

Duties include, but are not limited to:

- Buy and refund airline tickets as requested
- Find quotes from various airlines to find the best flight prices and options
- Working knowledge of Round the World Fares and rules
- Procure necessary visas and medical information
- Cancel, amend itineraries related to flights/accommodation as requested
- Visa applications
- Managing databases of frequent flyer miles, tickets, and other important data
- Arrange hotels and airport transfers
- Produce travel packages in anticipation of travel
- Collect invoices and receipts at conclusion of travel
- Complete necessary travel related administrative tasks
- Financial paperwork for finance and project management departments
- Car Hire
- Liaising with airline regarding refunds
- A-Z responsibilities for confirmation of the Travel Package arrangements

Requirements:

- Minimum Grade 12 education
- Computer Literacy (Word, Excel and Gmail)
- Peoples person and a team player
- Work accurately and efficiently under pressure
- Must have strong organizational skills, self-discipline, and dedication
- Excellent communication skills
- Positive attitude
- Working knowledge of Expedia.com.(advantage, but not essential)
- Must be able to use Skype and internet effectively
- Working within a small team that shares a high volume workload
- Need to be able to work independently

The working day is 08:30-17:30 (Monday to Friday), but as part of this position it is required that you at times work later and be on-call in case of travel emergencies.

To apply, please submit a completed application consisting of a Cover Letter and Curriculum Vitae to careers@epri.org.za and include the job title in which you are applying to in the subject line.

For more information on EPRI, please visit our website @ <http://www.epri.org.za>