

TRANSPORT ADMINISTRATOR

Department	Transport
Reporting To	Reservations Manager
Salary/Hourly Rate	£8.25ph
Hours	40-45 hours per week across five days (might include Saturday and Sunday, longer hours may be required during busy periods).
Contract Length	Seasonal to start

We require a Transport Administrator to join the transport and reservations team based in the Island Office.

Responsibilities include: booking guest travel to and from the island; co-ordinating transfers and liaising with Isles of Scilly Travel, Tresco Boats and our land transport team to help ensure transfers are as smooth and seamless as possible. Utilising hotel management and accounting packages such as Hotel Perfect.

Looking after island guests and visitors at the front desk; dealing with various queries and assisting people with re-organising their journeys if there is disruption to travel; answering email and telephone enquiries, providing prospective clients with information on the island and how to reach it; reporting to the Reservations Manager.

Contributing to a wide range of administrative duties will be required, along with proven ability to work in an organised and efficient manner and use Microsoft office software including Word, Excel, Outlook and Access, presenting information in a clear, orderly way. The ability to converse with a wide range of people, in writing and over the telephone, in a warm and welcoming way whilst maintaining an appropriate level of professional respect and courtesy, is requisite.

Previous experience with Hotel Perfect would be beneficial, but is not essential as full training will be provided.

The candidate should have excellent written and spoken English and demonstrate a strong work ethic.

About Tresco Estate

Tresco Estate is a family-run business on the Isles of Scilly, 28 miles from the Cornish coast, comprising Tresco Island, and Hell Bay Hotel on the neighbouring island of Bryher. Tresco Island comprises timeshare and rental cottages, two restaurants, an inn, a world famous garden, gallery, leisure spa, shop and a working farm. Hell Bay

TRESCO
ISLAND



Hotel on Bryher is an award-winning boutique hotel with 25 suites, a 3 AA Rosette restaurant, Crab Shack, therapy shed, yoga studio and outdoor pool.

Working & Living Here

We offer excellent rates of pay, provide all staff with accommodation and pay for your travel from Penzance at the beginning and end of your contract period. All of our staff are paid at National Living Wage or above, and many positions offer gratuities and the option of paid overtime. We know a good team member when we see them, and there are regular opportunities for progression within our business.

Tresco and Bryher have small and welcoming communities and share a small school, located on Tresco.

Besides getting to work on a beautiful island with the beach on your doorstep, you'll also receive extensive benefits. These include 20% discount in our shop and restaurants, complimentary boat tickets and free use of camping equipment and kayaks to explore the islands, and preferential rates in our holiday accommodation so friends and family can come and visit.

To Apply

Please submit your CV and a covering letter to personnel@tresco.co.uk or Personnel, Tresco Estate, Tresco, Isles of Scilly, TR24 0QQ.