



## Office Manager

**London**  
**Tourism**



<b>Position type</b>	Full-time
<b>Salary</b>	£23,000 - £25,000
<b>Qualifications</b>	Tourism background would be an asset, PC literate.
<b>Position information</b>	<p>We are looking for an office Manager.</p> <p>You will be responsible for the small team of 4, the training of new staff and interns, updating our CRM system and the daily communication with partners and clients.</p> <p>Skills required: very thorough, managing people, good communication skills for keeping our clients as well as our suppliers up to date, working independently and within a team, reliable and good knowledge of the German and English language is essential.</p> <p>If you are interested, please send your CV to ASB Travel Solutions Ltd.</p>
<b>Application closing date</b>	26 May 2017

**For application or further details, please contact:**

<b>Name</b>	Astrid Schmitt-Bylandt
<b>Company</b>	ASB Travel Solutions Ltd
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