



DREAM ESCAPE

CAREER OPPORTUNITY: TRAVEL DESIGN ASSISTANT

Dream Escape is a leading luxury travel design, destination and incentive specialist for England, Scotland, Ireland and Wales. Our expert team crafts immersive journeys for all group sizes across both leisure and corporate sectors, working closely with the finest accommodations and top-tier partners to provide an incredible experience for every guest.

We are seeking a highly detail-oriented and skilled Assistant to support our team of Travel Design Managers. The ideal candidate will assist the Travel Design Managers to coordinate, and deliver unique and memorable travel experiences tailored to the needs of individuals, groups, or corporate clients. This role requires exceptional organisation, excellent communication skills, and the ability to handle multiple complex itineraries at any one time.

Job Summary:

- Full-Time/Flexible Hours can be considered for the right candidate.
- Remote Working
- Salary will be dependent on experience

Key Responsibilities:

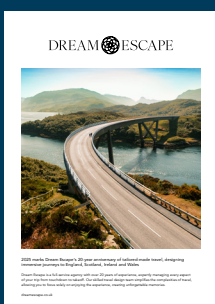
- Collaborate with the Travel Design team to deliver bespoke travel programs across the UK and Ireland.
- Assist in creating, booking, and managing customised travel itineraries tailored to individual client preferences.
- Gather costs and book, accommodations, transportation, guides, private experiences and admissions.
- Regularly liaise with suppliers, including luxury hotels, exclusive experience providers, transport operators, and sightseeing attractions.
- Monitor reservations and ensure all bookings are confirmed and accurate.
- Maintain accurate documentation and handle administrative tasks related to bookings and client requirements.

Dream Escape works with all the key travel consortia and agencies attending all the key travel trade shows like ILTM & PURE. High-profile brand clients include DIAGEO, with whom Dream Escape are the sole partner for VIP global incentive sales & marketing programmes to their distilleries in Scotland.



About us

Click here to read more about Dream Escape





*“With over
175 years of
combined
expertise, our
team is one of
the strongest,
most experienced
in luxury
hospitality.”
David Tobin,
Owner and
CEO*

- Build and nurture relationships with preferred partners and suppliers, ensuring strong partnerships that enhance client experiences.
 - Work closely with internal teams to ensure a seamless and cohesive experience for all clients.
 - Participate in occasional on-call duties, providing telephone and email support as part of an out-of-hours rota.
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Essential Requirements:

- **Attention to Detail:** Exceptional precision and a logical mindset, ensuring accuracy in all tasks.
 - **Organisational Skills:** Ability to manage multiple projects simultaneously, prioritise effectively, and maintain clear documentation.
 - **Numeracy Skills:** Strong aptitude for handling budgets, quotes, and financial tasks with accuracy.
 - **Communication:** Excellent verbal and written communication skills, with the ability to build strong relationships with clients and suppliers.
 - **Motivation:** Highly motivated with a bright and positive personality, dedicated to delivering outstanding service.
 - **Time Management:** Effective at working under pressure and meeting multiple deadlines while maintaining high standards.
 - **Problem-Solving:** Resourceful and capable of handling unforeseen challenges and issues calmly and efficiently.
 - **Technology:** Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook). Knowledge of Salesforce or similar CRM platform is preferable.
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How to Apply

Send your CV to Kirsty Hoskins at kirsty@dreamescape.co.uk