

DREAM ESCAPE

CAREER OPPORTUNITY: TRAVEL DESIGN & GUEST EXPERIENCE 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. The chosen will be responsible for liaising with suppliers (primarily luxury hotels, transport providers, sightseeing attractions etc.) to help plan and operate unique and bespoke itineraries. This role requires exceptional organisation, excellent communication skills, and the ability to handle multiple complex itineraries at any one time

Job Summary:

- Job Type: Full-Time/flexible hours can be considered for the right candidate
- Location: Remote
- Salary will be dependent on experience

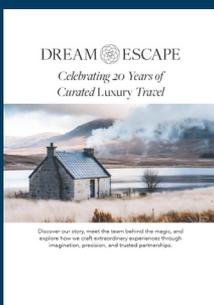
Key Responsibilities:

- 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.
- Maintaining an accurate cost and invoice log.
- Producing final programme documentation for clients and internal operational programmes.
- Requesting and following up on guest feedback.
- Regular communication with Travel Advisors, direct clients, preferred partners and suppliers.
- Telephone and e-mail cover as part of an out-of-hours on-call rota
- 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 client experience.



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*

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.

What We Offer:

- An opportunity to work with a highly motivated and experienced team in the luxury travel industry.
 - Exposure to exclusive travel experiences and prestigious suppliers across the UK and Ireland.
 - A supportive and collaborative work environment where your contributions make a direct impact.
 - Opportunities for skill development and career growth within the company.
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Benefits:

- Competitive salary
 - Opportunities for personal travel to explore destinations and gain firsthand knowledge.
 - Flexible working arrangements.
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How to Apply

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