



access bookings

accommodation and travel specialists to the media industry

Access Bookings – Night Booking Coordinator – Full Time

Based in the cathedral city of Lichfield in the heart of the Midlands, Access Bookings has been specialising in TV and Film Travel and Accommodation booking services since 1985.

Our team of dedicated co-ordinators have decades of experience both within the travel industry and providing services to the broadcasting and entertainment industry.

Due to the expansion of the business an opportunity has arisen working nights within the Nights Booking Department.

You will join an established friendly and enthusiastic team within a company that recognises and rewards their staff. In return you will need to be an excellent communicator, have an eye for detail and be able to work under pressure whilst maintaining an organised professional approach.

As part of the team you will gather client accommodation, travel and meeting room requirements, research locations and availability, managing the booking process from start to finish for cast and crew.

You will need to have a passion for customer service, be a great communicator and offer a professional, personal and dedicated service.

Key Skills

- Excellent Customer Service Skills
- Attention to detail
- Negotiation and Listening skills
- A strong professional telephone manner
- Excellent Time management and organisational skills
- Experience in a busy professional office environment
- Advanced Computer Literacy (Microsoft Outlook, Word, Excel and use of the internet)

To be considered for this position you must have previous experience in a similar role. In return you will be joining a Company that recognises and rewards their staff. We offer a fantastic working environment and the opportunity to train and develop within our organisation. You should have good all-round customer service skills and experience of working in a fast paced busy environment.

If you do not have previous experience but have an industry/travel related qualification and a great work ethos you may also be considered.

For more details or to apply please send your CV and Covering Letter to hr@accessbookings.com.