Ticket Sales Officer x3
5 Months Contract
24-10-2019

The above mentioned position is available in the Marketing and Tourism department at Robben Island Museum. Reporting to the Unit Manager Ticket Sales the incumbent will be responsible to issue tourists and tour groups with correct tickets and ensure the payments are processed accordingly.

Duties and Responsibilities:

- Administer staff ticket collection in the morning and business guests
- Issue tourists with tickets
- Take advanced bookings telephonically
- Administer concession bookings
- Conduct a cash up and complete audit roll
- Account for all tickets sold
- Complete cash up sheets

Requirements:

- National Diploma in Tourism/ Public Relations or Marketing;
- Customer service certificate advantageous;
- One year customer service related experience;
- Computer Literacy;
- Fluency in 2 official languages;
- Oral communication;
- Customer Service Orientation;
- Attention to detail;
- Problem solving.

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 24 October 2019. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: