TICKET SALES INTERN
12 MONTHS CONTRACT
R70 008.72 Total Cost to Company

The above mentioned position is available in the Operations department at Robben Island Museum. The ticket sales intern will assist with the sales of tickets and day to day administration in the unit.

Duties and Responsibilities:

- Sales of tickets;
- Processing rescheduling on the system;
- Processing refunds request on the system;
- Ensure correct ticket are printed on collection;
- Responding to clients emails and telephone queries;
- Adhering to all ticket sales policy;
- Communicate bookings to all visitors;
- Customer engagement;
- Assist with day to day administration at Ticket Sales office;
- Accurate capturing of passenger details personal details.

Minimum Requirements:

- National Diploma in Tourism, Marketing Operations Management or Public Management
- Computer Literacy;
- Fluency in 2 official languages;
- Good investigation skills;
- Personal organisation around work targets;
- Works well under-pressure in a high volume environment with intraday deadlines;
- Organisational, verbal and written communication skills;
- Customer-service orientation;
- Confidentiality;
- Attention to detail and ability to multi-task.

RIM is an EE, AA, and employer and reserves the right not to make an appointment if suitable candidate(s) 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 by no later than 03 March 2020. Please note your attachment should not exceed 10 MB: If you do not hear from us within 30 days, please consider your application unsuccessful.