

Job offer: Assistant of Tours Manager and CEO of a small business

PolishOrigins, the genealogy and tourism services company is looking for an assistant for the Tours Manager and the head of the business.

Requirements :

- very good organizational skills required to prepare and manage tours projects,
- high level of self-motivation - ability to organizing one's own work and work of others without constant supervision,
- tasks/projects-based and delivery results-based job,
- familiarity with web-based collaboration tools (like Nozbe, Google Drive, WordPress) or ease in acquiring skills necessary for using such tools,
- fluency in Polish and English, very good writing skills in both languages,
- education in tourism field (including tour guide courses and licenses) and/or experience in tourism services, experience in genealogical research and knowledge of GTD methods will be a big advantage,
- graphic design and internet marketing skills will be a big advantage, too.

Tasks:

- full-time remote work based on communication through on-line collaboration tools,
- managing tours projects starting from communication with potential customer through preparing tailor-made offer including financial details to managing organizational details and coordinating tasks of all others engaged in the project,
- administration of our Forum, Blog and other Social Media based on clear guidelines,
- creating texts and articles in English related to services offered by company.

We offer:

- opportunity to gain experience and develop skills in building a small business from scratch, and the benefits associated with being one of the first employees,
- being part of well-motivated and friendly team of people with passion to help Polish emigrants' descendants in uncovering their roots and beauty of Poland
- permanent cooperation agreement after a trial period of 6 months and a fair pay.

To learn more about our company and the services offered currently and planned in the future visit: <http://polishorigins.com> .

If you meet the requirements and want to seriously engage in constant cooperation send job application to: info@polishorigins.com (we will contact with chosen persons).