



Example of Tour Leader Job Description

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Our company is growing rapidly and is looking to fill the role of tour leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for tour leader

- Part of the emergency phone rotation
- Responsible for ongoing management of the CEO schedule and communication with supplier of CEOs
- CEO training, including Wanderer, Shadow training
- Management of full recruitment process including predicting when new CEOs will be required
- Management of Yoda (Senior CEO) office weeks and special assignments
- Encourage engagement through the use of G Nation and social media
- Collaborate with the Global Talent team for disciplinary related incidents
- Work closely with CEO and Incite to resolve customer complaints
- Carry the emergency phone when necessary
- Manage budgetary accountability to ensure greater efficiency

Qualifications for tour leader

- Ability to successfully understand and implement policies, procedures, and programs
- Knowledge of GDS system a plus
- Able to travel across Australia/New Zealand
- Nationals of New Zealand or Australia with a clean driving record (minimum 2 years), and 23 years of age or above
- Commercial drivers license and/or experience driving commercial equipment or large vans preferred

