

**Job Description - Yellow Zebra Safaris****Job Title: Sales Team Assistant (STA)****Reporting to:** Sales Director (SD)**Working hours:** Mon – Fri 09.00 - 17.30**Salary:** up to £23k depending on experience, plus bonus based on company turnover**Start date:** from now**About Yellow Zebra:**

Founded in 2012, Yellow Zebra is the UK's fastest growing safari company specialising in creating bespoke adventures to Africa. They are well recognised as a leader in their field and the company that is shaking up the UK's safari industry. Their USP is the fact that their sales consultants were all professional safari guides, camp managers or people who were born and raised in Africa. This is a company of genuine safari experts. The office is based in Kingston with 19 staff. It's a great working environment in an open-plan office with music played, staff parties and monthly social events.

**Overview:**

The successful candidate will support the Sales Team and assist the Sales Director in looking after our enquiry, from initial contact to completion. They will be in charge of creating and stocking Yellow Zebra's trip brochures as well as stocking and creating the online portal that clients use to research their trips. The role is perfect for someone who is highly organised, interested in adventure/luxury travel and who wants to work for a company that is growing rapidly and pushing the boundaries of travel design. This role is specifically interesting as Yellow Zebra is creating this department for the first time; it is a first in the safari industry as far as they know. The role also offers the candidate the opportunity to take control of a new position within Yellow Zebra, prove themselves and grow within the company.

**Role:**

- Responsible for creating the trip brochures alongside the sales department
- Responsible for stocking YZ's online portal alongside the sales department
- Working with one of the Directors and the Sales Director on developing all client facing material
- Keeping YZ's website and trip brochures/portal up to date with new imagery
- Working with YZ's sales department and reporting to the Sales Director
- Update images, video and content on website
- Helping manage the company's extensive image library

**Preferred Experience:**

- Organised, hard working
- Love for travel, conservation and particularly safari adventures
- Would suit super organised, self-starter that works well in a fast-paced environment
- Degree of 2:1 level or higher ideal but not necessary