

Name of the professional figure
Head of the Tourism Planning
Where it works
The Head of Tourism planning coordinates, supervises and oversees the subordinates' jobs within the Tour Operating department.
The activities
<ul style="list-style-type: none"> • Coordinate tour operators' and project managers' jobs and workloads, distribute tasks and validate work completed • Manage effective communication with the correspondents of the destination, the service providers such as transportation partners, hotels, etc., where the trips will take place • Involve in the design, development and testing of the new products or services and give feedback for better improvement • Collaborates closely with the Contract Manager for the management of relationships with correspondents and suppliers during the conception, planning, and organisation of tourist packages, as well as with the Booking Manager for the monitoring of booking progress and evaluation of the closure or opening of the files, i.e. to determine whether to proceed with the final booking of all modes of transportation, lodging, and the various activities • Communicates with the marketing manager to track the market's trends and, consequently, guide the activity of tourism planning
Qualifications
There is no mention of the requirement of study major that the person needs to graduate. However, degrees in tourism and hospitality management, tourism economics, business administration, and foreign language might have more advantages in terms of knowledge to handle the job.
Technical skills
<ul style="list-style-type: none"> • These figures usually require long-term experience within the industry and the company. • The person-in-charge needs to know about tourist geography, travel laws, travel marketing, and travel psychology. It is necessary to understand and use the procedures for planning tourist services, producing on-demand travel catalogues, acquiring transportation and lodging services, and accounting and cost analysis techniques. • Must be familiar with the structure and operations of tour operators, travel agencies, and transportation businesses. He must also be knowledgeable about contracts with service providers and currencies and their variations (currency exchange) (transport companies, hotels, guides, etc.). • Understand how the market is developing and what the competitor offers. • Be dynamic in terms of staying on market trends and constantly looking for new suppliers and correspondents.
Computer and linguistic knowledge
This professional figure requires fluent foreign language skills in English (and any other common foreign language). Both writing and speaking skills are essential. He (she) must also possess the appropriate skills to use Office software and any specific software package employed by the company.
Personality and availability
This figure needs to have the ability to organise his (her) own work along with group work. Problem-solving skills and maintaining relationships with customers and suppliers are also important for this job. He (she) needs to be precise, good at handling pressure, but still flexible mentally. In addition, the availability of work after hours and readiness to travel is also required.