VACANCY: RESERVATIONS CONSULTANT

Windhoek Office | Onguma Nature Reserve

We are looking for a detail-oriented, service-driven Reservations Consultant to join our team. If you enjoy a fast-paced environment and have a passion for tourism and hospitality, we'd love to hear from you.

Key Responsibilities

- Manage enquiries, bookings, amendments, cancellations and special requests for guests, travel agents and tour operators.
- Build strong relationships with trade partners and provide professional, efficient service.
- Maintain accurate reservation records and communicate booking details to relevant departments.
- Support the Reservations Team with daily operations and special projects.

What We're Looking For

- Minimum 4 years' experience in reservations, hospitality, tourism or a related field.
- Previous experience with the Cimso Innkeeper reservations system.
- Understanding of luxury safari lodge operations and the tourism industry.
- Excellent communication, organisational and administrative skills, with strong attention to detail.
- Ability to prioritise, work under pressure and contribute positively to a team.
- Proficiency in Microsoft Office and fluency in English.
- Experience with international inbound tour operators, channel management systems and online booking platforms, plus additional languages, will be advantageous.

How to Apply

Send your CV and a brief motivation letter to **bronwyn.cloete@onguma.com**.

Closing Date: 10 November 2026

Only shortlisted candidates will be contacted.