

Model Booker

Remuneration:	negotiable
Location:	Cape Town
Education level:	Matric
Job level:	Mid
Type:	Permanent

Modelling agency is looking for an experienced model booker.

- This position is available at a well-established model agency in Cape Town.
- Looking for A vibrant and energetic person with great Marketing, PR and excellent telephone skills.

Experience is a necessity (your application will not be considered without it)

The candidate will be required to handle incoming briefs, bookings, and administrative duties and new recruit interviews.

The following skills are pertinent to this position:

- Must be computer literate and able to work in various booking programmes.
- Strong attention to detail
- Strong organisational skills
- Ability to multitask
- An independent worker with self-management skills
- Highly diligent
- **Honesty and integrity a firm requirement**
- Self-motivated
- Patient
- Mature - ability to deal with difficult/stressful situations with ease and grace
- Friendly at all times
- Respectful to others
- Great Telephone skills
- Efficient and systematic management ability
- Highly organised
- **Previous booking experience (one to two years)**
- **Problem-solving ability a must.**

Applications can be sent to : projects@topcomodels.co.za

Apply by email

projects@topcomodels.co.za

Or apply with your Biz CV

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