

# Model Booker

<b>Remuneration:</b>	negotiable
<b>Location:</b>	Cape Town
<b>Education level:</b>	Matric
<b>Job level:</b>	Mid
<b>Type:</b>	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](mailto:projects@topcomodels.co.za)

**Apply by email**

[projects@topcomodels.co.za](mailto:projects@topcomodels.co.za)

**Or apply with your Biz CV**

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

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