

Overseas Representative – Portugal, Algarve

Location: Algarve

Seasonal self-employed contract (March - October 2026)

Join our Portugal team as an Overseas Representative in the Algarve this summer. You'll be the friendly, trusted face of Simpson Travel, offering warm, personal and unobtrusive service from the moment guests arrive. Based in the Algarve, you'll support property standards, guest relations and day-to-day operations, building strong relationships with local owners and partners to ensure every holiday exceeds expectations.

Key responsibilities:

- Provide proactive, personalised support to guests throughout their stay, including pre-arrival contact
- Resolve issues swiftly and professionally, working to our 'No Guest Leaves Unhappy' standard
- Carry out regular property checks, ensuring all villas and hotels meet Simpson Travel standards
- Build and maintain positive relationships with local owners, agents, suppliers and tradespeople
- Keep all villa literature and guest information updated and accurate for each location
- Monitor local developments (including building works and ferry/port changes) that may impact guests
- Oversee health & safety processes across properties, ensuring signage, documentation and compliance are in place
- Produce arrival manifests, maintain administrative records and report any incidents promptly
- Support quality improvements by acting on guest feedback and coordinating with the UK Operations team
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What we're looking for:

- Fluency in **Portuguese** and English (written and spoken)
- Strong knowledge of the Algarve region
- Confident communicator with a warm, guest-focused approach
- Highly organised and able to work independently across multiple locations
- Calm under pressure, with excellent problem-solving skills
- Previous experience in hospitality, guest services or villa operations is an advantage
- Full driving licence essential; comfortable travelling between properties each week
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Why work with us?

- Join a committed and welcoming team in one of our most-loved destinations
- Enjoy a varied, active role where no two days are the same
- Help create the personal, memorable holidays that define Simpson Travel

How to apply

If this sounds like the perfect role for you, please send your CV and cover letter to careers@simpsontravel.com.