

Remote Travel and Tourism Agent

Job Location: Remote

Job Type: Full or Part-time

Minimum Experience: Entry level

Potential Salary: \$55,000 - \$75,000 a year

Job Description

We are seeking an outgoing individual for our Travel Coordinator role. As a Coordinator, you will be responsible for booking amazing trips for corporate and leisure clients in destinations all around the world! This position is great for anyone who absolutely loves to travel and help others with planning. **We would like to attract people with a CEO and Entrepreneurial Mindset.**

- **Research, Create, and Execute exceptional itineraries for clients**
- **Review individuals needs and wants for travel, to ensure you can cater a trip specially designed to meet their needs**
- **Complete ongoing training to earn and maintain certification to book travel**
- **Attend ongoing webinars with vendors and suppliers, to become specialized with specific destinations**
- **Review budgets, and plan trips according to clients budget constraints**
- **Create promotional materials to utilize**
- **Monitor restrictions on travel that come and go**
- **Book travel needs (airline, car rental, hotel accommodations, cruise, ticket/event sales, etc...)**
- **Effectively communicate with clients pre/post travel**
- **Handle issues that may arise during the bookings and/or travel for clients**
- **Network with tour operators regarding packages that you can possibly offer to clients**
- **Part Time or Full time**
- **Requirements**
- **Must be at least 18years of age, and be authorized to work within the US.**
- **Must be able to effectively communicate with clients (strong sales background a plus)**
- **Must have a smartphone with internet access, laptop recommend but not required**
- **Personal travel experience is a huge plus, however not required**
- **Previous experience in customer service or hospitality also a plus, but not required**
- **Benefits**
- **Flexible Schedule**
- **Travel Perks**
- **Licensed & Bonded**
- **Personal Website**
- **E&O Insurance with Fraud Protection**
- **Daily Training Available**
- **Travel Agent Certification**