

Travel and Hospitality Coordinator

We are looking for an outgoing person for our Research Travel and Hospitality Coordinator position. As a Coordinator, you will be responsible to research and book travel for leisure clients, corporate clients, as well as clients wanting a specific destination in areas all around the world.

Roles and Responsibilities:

- ❖ Review the needs and wants of the individual(s) for travel and ensure that you can cater a trip specifically to their needs.
- ❖ Research, design, and put forth exceptional itineraries for the client(s).
- ❖ Review budgets with the client and plan the trip according to the budget constraint of the client.
- ❖ Complete trainings that are ongoing to earn and maintain certification to book travel.
- ❖ Attend webinars with suppliers and vendors, so that you can become specialized in certain destinations.
- ❖ Create promotional material to use.
- ❖ Monitor travel restrictions on travel that sometimes happen.
- ❖ Complete booking travel needs.
- ❖ Communicate effectively with clients prior to and post travel.
- ❖ Be able to handle issues that may happen during bookings.

Requirements:

- ❖ Must be 18 years of age.
- ❖ Must be authorized to work in the United States.
- ❖ Must have internet access.
- ❖ Previous experience in travel/hospitality is a plus, but not required.

****This is a 1099 position****

****This is a remote position, which can be worked FT or PT****