

## **Job Description - Travel Sales & Group Sales**

If you are interested in learning skills to become a travel agent, home based agent, group organizer and/or tour guide you're in the right place!

- You have a passion for travel and would like to make it your business  
You are interested in earning a commission from sales
- You already have a great network of prospective clients including friends and family members
- You enjoy researching travel information, such as vacation packages and destinations
- You have excellent interpersonal and communication skills
- You have strong sales and customer service abilities
- You are self-confident and self-motivated
- You occasionally research or book travel for your friends and family
- You desire a job with flexible full-time or part-time hours
- You are looking for financial independence
- You want a home based initiative that is inexpensive to start, simple to operate

## **Travel Sales - Job Duties / Skills**

- Develop and maintain own contact lists
- Describe and sell travel services and products
- Attend company meetings and events; which may fall outside of regular office hours
- Market & Promote Travel services, Tours, Day Trips etc.
- Excellent sales and customer service skills
- Good telephone manners
- Able to effectively leverage relationships to grow client base
- Proficiency in Microsoft Word, Excel and certain travel software packages
- Knowledgeable in travel details such as regulations, duty free allowances, and health risks and requirements
- Excellent job task planning and organizational skills
- Knowledge of worldwide geography
- Fluency in a second or third language is ideal
- Able to listen to the travel needs and wants of clients
- Maintain clean and accurate records of reservations using various travel industry software
- Dedicated outside-sales professional with outstanding social skills, professionalism, diplomacy, tactfulness and best techniques to generate/maintain positive company image
- Provide assistance to other team members' accounts when they are away from the office