

# United States Jobs Expertini®

## Booking Agent

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Company: Destinee Travel

Location: Detroit

Category: other-general

This is a remote position. We are looking for a Booking Agent. You will manage travel arrangements made for clients and you will provide tourism related services and package tours on behalf of our suppliers. The goal is to keep our clients satisfied and loyal for future services. This is a business opportunity that allows you to put as much time in as you would like. Get paid for booking vacations for your friends and family and new clients. Perfect as supplemental income until you grow your business. Find out the details today!!

**DUTIES:** Serve clients by planning and selling domestic and international travel vacations including cruises and land packages Successfully meet or exceed goals by developing long-standing relationships with clients, as well as, soliciting new business through referrals and repeat business Prepare and process related trip documents and invoices Assist guests with making reservations for hotel accommodations Provide exceptional customer service to guests, addressing any inquiries or concerns they may have Handle guest planning, including processing payments Maintain a professional and friendly demeanor when interacting with guests in person, over the phone, or via email

**REQUIREMENTS:** EXPERIENCE: Previous experience in a customer service role, preferably in the hospitality industry(not required) Familiarity with reservation systems Strong communication skills, both verbal and written Excellent phone etiquette and interpersonal skills Ability to multitask and prioritize tasks in a fast-paced environment

**Benefits Perks:** Plenty of room to grow in the business Earn your own IATA number Discounted travel Fam trips Extremely flexible hours

0-1 year

Qualifications: Trainable and coachable Organized Business minded Able to work remotely  
Able to work with no supervision NO experience needed (we will train you!)

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