

# United States Jobs Expertini®

## Cruise Coordinator

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Company: TimeSaving Travel

Location: Seattle

Category: Food-Preparation-and-Serving-Related

We are seeking highly motivated and detail-oriented individuals to join our team as a Remote Travel Advisor. You will be responsible for helping our clients plan and book travel arrangements including flights, hotels, and other activities. No prior experience in the travel industry is required. We will provide you with the necessary training and support to succeed in this role.

### Key Responsibilities:

- Assist clients in planning and booking their travel arrangements

- Provide recommendations on destinations, activities, and accommodations based on clients' preferences and budget

- Book flights, hotels, rental cars, and other travel arrangements for clients

- Ensure all bookings are accurate and complete, and provide clients with confirmation and itinerary details

- Respond to client inquiries and concerns in a timely and professional manner

- Stay up-to-date on travel trends, deals, and promotions to provide the best possible service to clients

### Qualifications:

- Excellent communication and customer service skills

Strong attention to detail and ability to multitask

Basic computer skills, including proficiency with Microsoft Office and web-based applications

Ability to work independently and as part of a team

Willingness to learn and adapt to new technologies and processes

Must be comfortable working in a remote setting

Prior experience beneficial

**Benefits:**

Flexible hours

Training and certifications are provided

Work remotely

Travel discounts and perks

Team environment

IATA cards for qualifying agents

Coverage under professional liability insurance

If you are passionate about travel and helping others create unforgettable experiences, we encourage you to get in touch with us regarding this exciting opportunity.

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