

United States Jobs Expertini®

Entry Level Travel Agent (Remote)

[Apply Now](#)

Company: Fabventure Travel

Location: United States

Category: office-and-administrative-support

Applicants can be remote but must reside in the United States, Mexico, or Australia We are seeking a detail-oriented and highly organized Entry Level Travel Agent to join our team. The ideal candidate will have excellent communication skills, a passion for travel, and the ability to work independently. As a Entry Level Travel Agent you will be responsible for coordinating travel itineraries, managing bookings, and providing exceptional customer service to clients. Responsibilities: Travel Planning: Collaborate with clients to understand their travel preferences and requirements. Create customized travel itineraries, including flights, accommodations, transportation, and activities. Training : Attend live and online training programs to earn travel industry certifications in order to gain knowledge and expertise in booking travel for clients. Booking Management: Handle the end-to-end process of booking flights, hotels, rental cars, and other travel-related services. Ensure accuracy and efficiency in all reservations. Communication: Maintain regular communication with clients to provide updates, answer inquiries, and address any concerns. Establish and nurture strong relationships with travel partners. Problem Resolution: Proactively identify and resolve any issues that may arise during travel, such as flight delays, cancellations, or changes to itineraries. Provide timely and effective solutions to ensure a positive experience for clients. Documentation: Manage all travel-related documentation, including tickets, confirmations, and visas. Ensure that clients receive all necessary information before their journey. Travel Trends and Updates: Stay informed about the latest travel trends, regulations, and updates. Provide clients with relevant information and recommendations to enhance their travel experience. Customer Service: Deliver exceptional customer service to build and maintain a

positive reputation. Address client feedback and continuously seek ways to improve the travel coordination process. Requirements: Position Title: Entry Level Travel Agent Location: [City, State/Remote] Position Type: Full-time Company Overview: [Company Name] is a dynamic travel agency committed to providing exceptional service and unforgettable experiences to our clients. As a leading player in the travel industry, we are dedicated to fostering a collaborative and supportive environment where passionate individuals can thrive and grow. Job Description: We are seeking a motivated and enthusiastic Entry Level Travel Agent to join our team. This role is ideal for individuals who are passionate about travel, possess excellent communication skills, and have a desire to learn and grow in the travel industry. As an Entry Level Travel Agent, you will assist clients in planning and booking their travel arrangements, provide exceptional customer service, and contribute to the overall success of our agency. Key Responsibilities: Customer Service: Provide friendly and professional assistance to clients via phone, email, and in-person inquiries. Listen attentively to clients' travel preferences and requirements, offering personalized recommendations and solutions to meet their needs. Travel Planning: Assist clients in researching and planning their travel itineraries, including flights, accommodations, transportation, activities, and travel insurance. Utilize online booking platforms and reservation systems to secure bookings and confirmations. Booking Management: Coordinate travel bookings, reservations, and ticketing processes accurately and efficiently. Ensure all travel arrangements are confirmed and documented correctly, adhering to clients' specifications and preferences. Destination Knowledge: Stay informed about travel destinations, attractions, activities, and events to provide relevant and up-to-date information to clients. Offer recommendations and insider tips to enhance clients' travel experiences. Documentation and Compliance: Ensure all necessary travel documentation, including passports, visas, and travel insurance, is obtained and organized for clients. Stay updated on travel regulations, entry requirements, and health advisories to ensure compliance and mitigate risks. Administrative Tasks: Perform various administrative duties, such as maintaining client records, processing payments, and generating invoices. Keep accurate and detailed records of client interactions and travel arrangements. Problem Resolution: Handle inquiries, concerns, and issues from clients promptly and professionally. Troubleshoot problems, resolve conflicts, and escalate complex issues to senior agents or management as needed. Team Collaboration: Collaborate with team members to share knowledge, resources, and best practices. Contribute ideas and suggestions for improving processes and enhancing the

overall customer experience. Requirements: High school diploma or equivalent; additional education or training in travel and tourism is a plus. Excellent communication and interpersonal skills, with a friendly and customer-focused demeanor. Strong attention to detail and organizational skills, with the ability to multitask and prioritize effectively. Proficiency in computer skills, including Microsoft Office Suite and online booking platforms. Enthusiasm for travel and a desire to learn about different destinations, cultures, and travel products. Ability to work independently and as part of a team in a fast-paced environment. Flexibility to work non-traditional hours, including evenings and weekends, as needed. Previous customer service or sales experience is preferred but not required. Benefits Fully remote - work from anywhere you choose Flexible work schedule - Make your own hours and schedule, full-time or part-time No experience required - unlimited training provided Access to earned travel industry certifications Access to online and live travel booking training One-on-One and team coaching No sales quota Travel discounts Performance based with uncapped earning potential Access to regular incentives, trips, prizes Discounted CLIA card and opportunity to qualify for IATAN card E&O insurance Great company culture and community Access to bonuses IMMEDIATE OPENINGS! We are an equal opportunity employer. We encourage candidates from all backgrounds to apply. Note: The above is a general outline of the duties and responsibilities and may be subject to change. #travel #honeymoons #vacation #travelagent #freedom #beyourownboss Powered by JazzHR

[Apply Now](#)

Cross References and Citations:

1. [Entry Level Travel Agent \(Remote\)Jobdescriptionsample](#) Jobs United States [Jobdescriptionsample](#) ↗
2. [Entry Level Travel Agent \(Remote\)Jordanjobs](#) Jobs United States [Jordanjobs](#) ↗
3. [Entry Level Travel Agent \(Remote\)Searcheruropeanjobs](#) Jobs United States [Searcheruropeanjobs](#) ↗
4. [Entry Level Travel Agent \(Remote\)Energyjobs](#) Jobs United States [Energyjobs](#) ↗
5. [Entry Level Travel Agent \(Remote\)Nursejobsnearme](#) Jobs United States

Nursejobsnearme ↗

6. Entry Level Travel Agent (Remote)Fashionjobsnearme Jobs United States

Fashionjobsnearme ↗

7. Entry Level Travel Agent (Remote)Pediatricjobsnearme Jobs United States

Pediatricjobsnearme ↗

8. Entry Level Travel Agent (Remote)Zoologyjobs Jobs United States Zoologyjobs ↗

9. Entry Level Travel Agent (Remote)Findjobshiringnearme Jobs United States

Findjobshiringnearme ↗

10. Entry Level Travel Agent (Remote) Federaljobs Jobs United States Federaljobs ↗

11. Entry Level Travel Agent (Remote) SearchaustralianjobsJobs United States

Searchaustralianjobs ↗

12. Entry Level Travel Agent (Remote) Photographerjobs Jobs United States

Photographerjobs ↗

13. Entry Level Travel Agent (Remote) DominicanrepublicjobsJobs United States

Dominicanrepublicjobs ↗

14. Entry Level Travel Agent (Remote) Netherlandsjobs Jobs United States

Netherlandsjobs ↗

15. Entry Level Travel Agent (Remote) Physiotherapistjobs Jobs United States

Physiotherapistjobs ↗

16. Entry Level Travel Agent (Remote) Finddriverjobs Jobs United States Finddriverjobs

↗

17. Entry Level Travel Agent (Remote) AnesthesiologistjobsJobs United States

Anesthesiologistjobs ↗

18. Entry Level Travel Agent (Remote) Astronomyjobs Jobs United States Astronomyjobs

↗

19. Entry level travel agent (remote) Jobs United states ↗

20. AMP Version of Entry level travel agent (remote) ↗

21. Entry level travel agent (remote) United states Jobs ↗

22. Entry level travel agent (remote) Jobs United states ↗

23. Entry level travel agent (remote) Job Search ↗

24. Entry level travel agent (remote) Search ↗

25. Entry level travel agent (remote) Find Jobs ↗

Source: <https://us.expertini.com/jobs/job/entry-level-travel-agent-remote--united-states-fabventure-travel-007dc0cba0/>

Generated on: 2024-05-01 by Expertini.Com