

Travel Consultant

Position: Travel Consultant
Location: Remote

Summary:

The Travel Consultant is responsible for answering calls from travel agents for the sale of multi-destination products à la carte. They will also be expected to provide superior customer service to clients, while ensuring that all sales objectives are achieved by effectively handling all Leisure and Corporate reservations.

Responsibilities:

- Responsible for handling both leisure and corporate sales as needed
- Provide excellent customer service while strengthening sales skills and strategies to close sales
- Ensure tracking of files with suppliers and travel agents
- Ensure follow-up on payments
- Create and follow up on sales reports
- Process reservations quickly and accurately
- Stay up to date on products, services, promotions, procedures and technology
- Calculate and monitor profits and losses
- All other related tasks as required

Required Education, Experience and Skills:

- High school diploma or equivalent
- Sabre and other GDS systems
- Must be TICO certified
- Travel Insurance knowledge an asset
- Diploma from a tourism school or experience in the travel industry
- One to three years of similar work experience
- Bilingualism (Japanese and English)
- Ability to develop good relations with clients
- Previous sales experience
- Excellent customer service and patience
- Decision-making capabilities and good time-management
- Ability to work under pressure and meet deadlines
- Knowledge of MS Office, Sabre (an asset)

Notice to Candidates – You will be contacted if you are selected for an interview. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), TravelBrands Inc. will provide accommodation, accessible formats and communication supports for the interview upon request