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# Example of Tour Manager Job Description

Our company is looking for a tour manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tour manager

* Lead the Tour Department in ensuring the highest levels of customer service are met and exceed expectations
* Main contact on-site between events, Lowe’s stores and the general public and will effectively manage all aspects of each
* In the instance that the day does not go as planned, make on the spot decisions that may deviate from original plan of action but are necessary in order to be successful
* Other duties as assigned and necessary for a successful promotion
* Any other tasks as requested by the Regional Operations Manager
* Main contact on-site between events, retailers and the general public and will effectively manage all aspects of each
* Brand Ambassador Management
* Assists in recruiting process to screen, interview and hire new Cruise Director/Tour Director positions
* Daily supervision of Cruise Director/Tour Director Staff throughout the cruise season
* Evaluates performance and provides coaching, mentoring and corrective action as needed

## Qualifications for tour manager

* Must be able to lift boxes or materials 25-50 lbs when necessary
* Maximize daily On-site Store Revenue
* Maximize event sales
* Work within Venue Operations guidelines to follow proper procedures to ensure all product inventory is accounted for
* Special interest in student travel or tourism
* Tech savvy a plus