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# Example of Travel Agent Job Description

Our growing company is looking to fill the role of travel agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for travel agent

* And services
* Handle changes to travel itineraries as needed (flights, cars)
* Booking all travel requirements for our business travel clients
* Handling any amendments, cancellations and schedule changes as they arise
* Delivering exceptional customer service for each and every client
* Making professional and accurate business travel arrangements for our corporate accounts including air, car, hotel, and ground transportation reservations, familiar with domestic and international travel
* Providing solutions to travel related problems clients may have experienced with arrangements during after-hours or emergency situations
* Sales skills - You'll have that edge when it comes to sales and understanding how to provide amazing customer service
* Travel experience - You'll be a globe trotter who has an incurable case of the travel bug, demonstrated of course by having visited a variety of overseas destinations
* Academic achievements - You'll have been a high flyer with academic accomplishments

## Qualifications for travel agent

* Monitor unused tickets for refund and exchange purposes
* Qualify traveler’s pre-trip approval and departmental reporting conditions
* Work with Aviation and Fleet Lead to schedule company jet and fleet cars
* Update and maintain Traveler Profiles in the GDS and/or online booking tool as needed
* Identify and resolve errors during weekly review of Travel Management Reports
* Make recommendations for new properties during annual hotel negotiations as needed, and verify negotiated rates are loaded in GDS