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# Example of Travel Consultant Job Description

Our company is growing rapidly and is hiring for a travel consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for travel consultant

* Assist the customer with their requirements and provide them with information on our various products
* Obtain and maintain detailed knowledge of all current products (including rates, facilities, destinations, food & beverage )
* Ensure all reservations are entered in the Travel Studio System
* Maintain reservation files and ensure that all information is up to date and accurate
* Identify and solve any problems that arise
* Handle ad hoc enquiries ensuring that they are answered/actioned in an appropriate manner at all times
* Book hotels and ground arrangements
* Assist with the ticketing process
* Prepare and process gift vouchers/certificates and booking forms
* Process payment/credit cards, produce and send out invoices

## Qualifications for travel consultant

* Experience using a GDS system, preferably Amadeus, is desirable
* Recent qualification in travel and tourism
* Online travel booking knowledge (eg
* Perform general administrative duties and any other ad-hoc duties as required
* Must be able to pass a pre-employment drug screen and criminal background check
* Must be able to work under the stress of and meet ticketing deadlines