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# Example of Travel Counselor Job Description

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

## Responsibilities for travel counselor

* Fluent English and Czech languages are required
* He/she will ensure the customers-needs and special deals between clients & suppliers, acting according to American Express GBT processes and providing assistance around travel
* Acting according to GBT processes, offering our preferred suppliers
* Observing standards/guidelines
* Required skill /Qualifications
* Abiliity to take on new tasks and multi-task
* Manage the air, hotel and ground accommodations for Health Care Providers based on client specifications and guidelines
* Provide VIP level of service for complex land and air requests
* Service Healthcare Provider calls to guide them on program-related questions
* Communicate travel itineraries, fare rules/regulations, confirmation numbers, cancellation policies, code shares, upgrades, seating confirmation, and industry updates

## Qualifications for travel counselor

* Minimum educational qualification required as Graduate
* Minimum 2 years of relevant experience in Visa Handling preferably in Travel industry
* Excellent all round knowledge of airline fares Iata Fares, Nett Fares, Corporate fares etc, re –issues
* Availability to work fulltime including Saturday & Sunday (one every Four wekends), and week days from 11am to 8pm
* Sabre Proficiency
* You are service minded and good at communicating with the customers•You enjoy working in a fast pace and have a flexible attitude