



Example of Senior Travel Consultant Job Description

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Our company is growing rapidly and is hiring for a senior travel consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior travel consultant

- Accurately handling all business travel reservations and meeting deadlines
- Monitoring, sorting and working global distribution systems (GDS) queues daily to maintain quality control
- Remaining informed of all airline rules and regulations and current affairs
- Following procedures relating to back-office requirements and deadlines are adhered to at all times
- Developing and maintaining excellent rapport with client contacts and bookers
- Working as part of a team, being able to take direction and to communicate effectively with others
- Maintaining client and company confidentiality at all times
- Attending any necessary training to ensure professional and personal development in the role
- Provide customers with required industry information, such as visa information, travel alert
- May include additional responsibilities, , customer service issue follow up and resolution, visa and/or passport processing, voids, refunds, exchanges, and split ticketing

Qualifications for senior travel consultant

- Exceptional client relationship management skills

- Dedicated work space must be within own residence and that follows the ergonomic and safety guidelines for performing duties
- Employee is responsible for supplying their own furniture
- Employee must complete The Home Office Safety and Ergonomics Assessment