



## Example of Ticket Sales Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of ticket sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for ticket sales

- Proactively prospect and qualify for new direct customers for the CTO by conducting frequent telemarketing campaigns to grow customer database
- Participate in joint sales calls with CTO Supervisor, Sales Department personnel and airline partners key events with the purpose of capturing new prospects
- Assist co-workers direct customers with problems and concerns related to reservations/ticketing, MileagePlus, refunds, United.com products and services
- Remain current with new ticketing, refund and reservations policies and/or procedures, products and services
- Maintain open, direct and immediate communication with CTO Supervisor and CTO Management
- Immediately report and document any discrepancies or irregularities to the CTO Supervisor
- Complete without fail Agent Closeouts, print out Ticket Number List (TNL) reports and complete Individual Cash Deposit (A202A) & Station Cash Consolidation (A202B) forms on a daily basis
- Report system outages and/or equipment failure according to escalation procedure
- Process group requests received from direct customers and travel agencies by providing a group contract including all terms and conditions related to deposits, ticketing date, cancellation, itinerary, and authorized fare
- Comply with the required corporate image by presenting in full uniform and

## Qualifications for ticket sales

- Ability to handle high volumes of customer interaction
- Ability to communicate clearly & accurately with a variety of people
- Bachelor's degree in business, sport management, marketing or related field
- High school graduation or equivalent AND two years of related experience  
OR equivalent education/experience
- Demonstrated success working in a fast paced environment and the ability to multitask
- Candidates should be computer proficient, detail oriented, and enthusiastic about working within a sport-related environment