Our company is growing rapidly and is hiring for a travel agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for travel agent

- Ticketing reservations and making any necessary changes and amendments as plans change or are cancelled
- Delivering first-class customer service each and every time you answer a call or email
- Previous travel industry experience - this might be flight centre/low cost fares or leisure/retail/tour ops
- A good working knowledge of GDS/CRS - ideally Sabre
- Fares and Ticketing knowledge- we offer a route to formal certification if needed
- A welcoming telephone manner - a clear and confident command of English is essential
- Good worldwide geography and keen attention to detail
- Familiarity with and, with minimal assistance, capable of utilizing ARC Agent's Handbook and standard travel reference material for airline, rail, hotel/resort, information to efficiently and effectively accommodate Agency clients
- Utilize GDS to research and secure reservations
- Utilize ARC Agent's Handbook and standard travel reference material for airline, rail, and hotel/resort

Qualifications for travel agent

- You need to be able to lift and move travel stock and other materials (up to 25lbs)

- You need to be able to pass comprehensive criminal background check and thorough hair sample drug screening
- We prefer candidates with at least 2 years of successful retail sales or banking experience or a leisure travel agency background within a goal orientated environment
- We prepare all of our Travel Agent Trainees for their new role by ensuring their successful completion of our Travel Agents Trainee program which requires some travel for training
- Our Agents are more likely to succeed if they are proficient with various internet search engines, Microsoft Office and the ability to quickly transition from one vendor system to another while typing at least 30WPM