



Example of Travel Agent Job Description

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Our growing company is looking to fill the role of travel agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for travel agent

- And services
- Handle changes to travel itineraries as needed (flights, cars)
- Booking all travel requirements for our business travel clients
- Handling any amendments, cancellations and schedule changes as they arise
- Delivering exceptional customer service for each and every client
- Making professional and accurate business travel arrangements for our corporate accounts including air, car, hotel, and ground transportation reservations, familiar with domestic and international travel
- Providing solutions to travel related problems clients may have experienced with arrangements during after-hours or emergency situations
- Sales skills - You'll have that edge when it comes to sales and understanding how to provide amazing customer service
- Travel experience - You'll be a globe trotter who has an incurable case of the travel bug, demonstrated of course by having visited a variety of overseas destinations
- Academic achievements - You'll have been a high flyer with academic accomplishments

Qualifications for travel agent

- Monitor unused tickets for refund and exchange purposes
- Qualify traveler's pre-trip approval and departmental reporting conditions
- Work with Aviation and Fleet Lead to schedule company jet and fleet cars
- Update and maintain Traveler Profiles in the GDS and/or online booking tool

- Identify and resolve errors during weekly review of Travel Management Reports
- Make recommendations for new properties during annual hotel negotiations as needed, and verify negotiated rates are loaded in GDS