



# Example of Travel Agent Job Description

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Our company is looking for a travel agent. 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 travel agent

- Maintain Q-Minders to automate due dates for payments and all reservation follow-up
- Completes Bon-Voyage and other lead follow-up as required
- Experience in Corporate / Leisure Travel
- FCM Corporate Travel Agents will receive a base salary (paid hourly) plus uncapped monthly incentives
- Ensure all hotels reservations adhere to company policy
- Ensure all hotels reservations are booked within city rate cap, secure client negotiated rate in preferred properties or lowest available room rate for non-preferred properties
- Support the team with UK & Continental rail, online fulfilment and other travel services
- Develop and maintain an excellent rapport with preferred suppliers
- Be fully conversant with all travel related services offered by the company
- Attend and contribute to office/team meetings as appropriate

## Qualifications for travel agent

- Assist with the development and/or review of travel related processes
- Provide and track meeting planning services for both domestic and international functions and events
- One (1) year of experience booking domestic and international travel in

- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, not interrupting at inappropriate times
- Experience with meeting and company event planning