



Example of Travel Counselor Job Description

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Our innovative and growing company is hiring for a travel counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for travel counselor

- Fluent English and Czech languages are required
- He/she will ensure the customers-needs and special deals between clients & suppliers, acting according to American Express GBT processes and providing assistance around travel
- Acting according to GBT processes, offering our preferred suppliers
- Observing standards/guidelines
- Required skill /Qualifications
- Ability to take on new tasks and multi-task
- Manage the air, hotel and ground accommodations for Health Care Providers based on client specifications and guidelines
- Provide VIP level of service for complex land and air requests
- Service Healthcare Provider calls to guide them on program-related questions
- Communicate travel itineraries, fare rules/regulations, confirmation numbers, cancellation policies, code shares, upgrades, seating confirmation, and industry updates

Qualifications for travel counselor

- Minimum educational qualification required as Graduate
- Minimum 2 years of relevant experience in Visa Handling preferably in Travel industry
- Excellent all round knowledge of airline fares Iata Fares, Nett Fares, Corporate fares etc, re –issues

- Sabre Proficiency
- You are service minded and good at communicating with the customers•You enjoy working in a fast pace and have a flexible attitude