



# Example of Travel Specialist Job Description

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

## Responsibilities for travel specialist

- Provide guidance for DTS profiles
- Maintain and update itineraries and trip planning materials for each destination
- Process expense reports in accordance with policies and procedures
- Promotes snowshoe mountain resort by representing snowshoe on the phone in a positive and professional manner
- Assists, recommends and helps guest plan vacation by answering questions quoting rates
- Increases revenue per guest by selling lodging along with lift tickets, rentals, ski school, adventure activities, golf, and special event tickets
- Meets room night budget by motivating and encouraging guests to visit snowshoe mountain resort
- Increase room nights by promoting longer length of stays and special promotional packages
- Confirms guest reservation by reserving lodging, rentals, and all other activities quoting policy
- Processing advance deposit

## Qualifications for travel specialist

- Three to six months previous customer service or travel agency experience preferred but not required
- Compensation is \$12 hour with potential bonus and revenue share program

- Familiarity with Payroll and Travel & Expense data
- Experience using Workday, ADP, Paychex or Replicon
- A keen interest in learning, willing to take on any task with a can-do attitude and be capable of executing to both task and deadline