

This Travel Consultant job description template includes key Travel Consultant duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a Travel Consultant with great enthusiasm for traveling. You will be responsible for promoting and booking traveling arrangements for clients (individuals or businesses). The goal is to enhance satisfaction and acquire an expanding and dedicated clientele.

Responsibilities:

- Research various destinations and means of travel regarding prices, customs, weather conditions, reviews etc.
- Diagnose the clients' specifications and wishes and suggest suitable travel packages or services
- Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.
- Supply travelers with pertinent information and useful travel/holiday material (guides, maps, event programs etc)
- Collect deposits and balances
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Handle unforeseen problems and complaints and determine eligibility for money returns
- Attend conferences to maintain familiarity with tourism trends
- Create and update electronic records of clients
- Maintain relationships with key persons
- Keep financial statements and documents
- Reach the revenue and profit targets

Requirements:

- Proven working experience as a travel consultant

- Excellent knowledge of traveling software (computer reservations systems, GDS systems and e-travel)
- Proficiency in English; knowledge of additional languages is an advantage
- Exemplary sales skills and customer oriented approach
- Well versed in various areas of travel (domestic/international, business/holidays, group/individual etc)
- Ability to present, persuade and communicate effectively
- Demonstrable ability to handle crises
- Degree in Hospitality, Travel, Tourism, Business or relevant field
- Candidates with personal travel experience will be preferred