

## LEISURE TRAVEL SPECIALIST

### Job Description

#### Position Summary:

The role of Leisure Travel Specialist is to design an unforgettable travel experience for the traveler. This includes Cruises, Hotel accommodations, booking Private Tours, set up airport transfers, Eurail passes and, in some cases, offer airline flight options. In this role, the Leisure Specialist must be able to multi task across various booking files to maximize revenue opportunities, create new destination planning and provide timely service to our customers.

#### Required Skills:

The ideal Leisure Specialist must be knowledgeable of world-wide destinations (domestic and international) and keep current with travel trends. They would be expected to share knowledge of personal experiences while displaying a high level of customer service and excellent interpersonal and communication skills (written, verbal, and listening). A minimum of 2yrs experience is essential. The Leisure Specialist should possess a high competency level of working with Tour vendors and suppliers, with the ability to handle complex itineraries and make sound recommendations based on information and geographical accessibility.

#### Technology Skills:

This role requires an individual who is comfortable navigating through online websites and research; to include weather conditions, maps, public holidays and looking up local currency and VAT info. We also require the Specialist to possess fundamental knowledge of Microsoft Office programs such as Outlook, Word, Excel, and PowerPoint to create customized itineraries.

#### Organizational/Time Management Skills:

Self-starter, with some training, possessing the ability to demonstrate initiative and self-motivation. Comfortable with multi-tasking skills such as managing several open files and adapt to an ever-changing environment. Knowledge of creating a budget and meeting financial deadlines (deposits and final payments) to vendors and suppliers is a plus. Must have sharp attention to detail and a high level of dexterity to coordinate a seamless travel experience.

#### In closing:

Our “ideal Leisure Specialist” would possess the ability to suggest “once in a lifetime” travel destination suggestions win repeat business. The Specialist must be open to participating in FAM trips to increase knowledge of product and experience. If you are confident that you are the next “ideal Leisure Specialist”, send us your resume for consideration.

