

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/travel-consultant-agent/>

Travel Consultant/Agent

Industry

travel

Description

Bee Happy Recruitment are seeking a Travel Consultant/Agent to work at our client's busy sales office located in Bognor Regis, applicants must have experience in travel previously selling cruising or Worldwide tailor-made holidays. The working hours are 8.30am-5.30pm Monday to Friday, with approximately two in four Saturdays (8.30am-4.00pm) worked with a day off in lieu during the week to compensate.

1. Consultation and Planning

Understanding Client Needs: Assessing clients' preferences, needs, and budgets to recommend suitable travel options.

Custom Itinerary Planning: Creating personalized travel itineraries, including flights, accommodation, transportation, activities, and tours.

2. Booking and Reservations

Flight and Accommodation Booking: Reserving flights, hotels, car rentals, and other travel services.

Package Deals: Offering and booking all-inclusive travel packages that include transportation, lodging, and activities.

Ticketing: Issuing tickets for air travel, cruises, or other forms of transportation.

3. Advisory Services

Destination Knowledge: Providing detailed information about destinations, including climate, culture, and visa requirements.

Travel Tips: Offering advice on travel insurance, health precautions, and other travel-related concerns.

Visa and Documentation: Assisting with visa applications, passport renewals, and other necessary travel documents.

4. Customer Service

Problem Resolution: Handling issues like cancellations, rescheduling, lost luggage, or emergency assistance during travel.

24/7 Support: Offering support before, during, and after the trip, especially for international travellers.

Feedback Collection: Gathering client feedback post-travel to ensure satisfaction.

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Bognor Regis

Working Hours

Monday-Friday 8.30am-5.30pm
Saturdays 8.30am-4.00pm

Date posted

August 19, 2024

and improve services.

5. Sales and Marketing

Promotions: Developing and promoting special travel deals, discounts, and offers.

Cross-Selling: Suggesting additional products or services such as travel insurance, guided tours, or premium upgrades.

Client Relationship Management: Building and maintaining relationships with clients for repeat business and referrals.

6. Administrative Tasks

Budget Management: Ensuring clients' travel arrangements stay within budget and negotiating prices with suppliers.

Record Keeping: Maintaining accurate records of clients' travel arrangements, payments, and preferences.

Compliance: Ensuring all travel arrangements comply with travel regulations, including health and safety standards.

7. Collaboration and Networking

Supplier Relationships: Building relationships with airlines, hotels, tour operators, and other travel service providers.

Industry Knowledge: Staying updated on travel trends, industry regulations, and emerging destinations.