
Travelex International Leisure Travel Advisor

Job Description

Overview

Travelex International, established in 1992, is an independently owned and operated travel management company in Hoffman Estates, IL.

We are seeking experienced Leisure and Group Travel Advisors to join our team. These positions are responsible for providing professional, accurate and cost-effective travel arrangements for all clients within company guidelines and standards for excellent customer service.

Responsibilities

- Provide leisure/group travel sales by building a clientele of new and existing business
- Maintain a high level of competency in operating ClientBase and Sabre
- Continued education via the Virtuoso Travel Academy, vendor training/educational programs for certification
- Provide excellent customer service to internal and external clients
- Plan itineraries, book tickets and arrange travel accommodations and services
- Utilize preferred vendors as outlined by Virtuoso and the company
- Occasionally perform other duties, as assigned

Qualifications

- 3+ years travel agency experience with a strong customer base
- Proficiency in Microsoft office programs, specifically Excel, Word and Outlook
- Strong attention to detail is a must
- Ability to multi-task and work well independently and under pressure
- Excellent interpersonal and communication skills, display professional workplace etiquette and timeliness
- Organizational skills that result in high productivity
- Axus Travel App knowledge a plus

Job Type

- Full-time, Monday to Friday