

JOB DESCRIPTION

****Please Read Carefully - This is a COMMISSION ONLY position****

CruiseOne-Erik Fischer & Associates has an immediate opening for a **Travel Agent professional** who would be an independent contractor in the Greater Memphis, TN area. This position sells travel packages and services to the public and makes arrangements for all forms of travel.

Responsibilities include:

- Assist clients with planning of trip itineraries and sell all types of domestic and international travel. Researches airlines, railways, cruise-lines, tour operators, hotels, car rental companies and other suppliers to determine the best mode of travel at the best price consistent with clients' needs.
- Make airline, hotel and car rental reservations and work with all travel related companies to ensure the clients travel needs are fulfilled accurately and efficiently. Provides customer with information on foreign country regulations such as customs and consular requirements and currency limitations.
- Performs limited administrative and office support activities but answers phones. Collects payments for transportation and accommodations from customer.
- Assist client with attraction tickets such as Disney.

QUALIFICATIONS

- Must have a passion for the travel industry!
- Associate's degree or equivalent from two-year college or travel school; **or** High school education and travel school plus 1 to 3 years experience in the travel industry and/or training; or equivalent combination of education and experience.
- ACC or MCC Preferred
- Requires excellent verbal communications skills and selling skills to qualify and interact effectively with clients and vendors.
- Requires working knowledge of worldwide geography in general and specific destination demographics for popular destinations.
- Requires mathematical ability to calculate figures and amounts such as discounts, commissions, and percentages as well as ability to apply basic math concepts like computing the cost of travel and accommodations or quotes package tours costs.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write appropriate business correspondence to customers and vendors.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Experience in prospecting and developing your own client base.
- Have a proven track record as a travel agent or a successful sales background paired with personal travel experience.
- Great interpersonal skills with excellent verbal and written communication skills, required
- Advanced computer skills and proven ability to use cutting edge travel technology
- Travel destination, product knowledge, and geographical expertise, preferred.
- Likes to work in a fun, exciting, fast paced atmosphere!
- Work From Home!!!

ADDITIONAL INFORMATION

****Only Serious Applicants Apply****

****NO PHONE CALLS ACCEPTED****

****This is a COMMISSION ONLY position****

****This is a work from home position****

Website: www.4funtrips.com

TO APPLY RESPOND WITH AN ATTACHED RESUME TO
efischer@cruiseone.com