

THE TRAVEL AGENCY, INC.

Travel Agent Assistant needed:

The Travel Agency, Inc. in Arlington is hiring a Travel Agent Assistant. Must be very organized and a good multi-tasker and comfortable on the computer!

The job entails:

- Keeping travel documents in order for individual clients and groups filing
- Entering clients travel information into our database
- Filing
- Ordering brochures
- Answering the phone
- Other on-the-job training travel responsibilities

The position is 2-5 days a week working between 15-30 hours. Our hours at the office are Monday-Friday 9AM - 5PM. The position can start as early as next week!

Contact Sandy Brewer – 901-867-8648