



GlobeTrek Travel, Inc.
3310 Creole Street
Lake Charles, LA 70601
(337) 477-0835-Voice

JOB TITLE: Leisure/Corporate Travel Consultant

JOB DESCRIPTION: Full or Part Time Leisure/Corporate Travel Consultant for a Full Service Travel Agency, member of Vacation.com.

QUALIFICATIONS:

- Ability to sell retail travel, handle customer inquiries and offer excellent service.
- Effective oral and written communication skills
- Good typing speed, knowledge of data entry systems and internet.
- Proactive, enthusiastic and customer service oriented.
- Ability to multi-task. Detail oriented.
- Successful completion of a criminal background check and drug screening.
- knowledge of a CRS a plus
- knowledge of VAX Vacation Access a plus
- Fluency in a foreign language a plus.

ESSENTIAL FUNCTIONS/DUTIES:

- The person in this position reports to the agency manager/owner, as do all other leisure and corporate agents.
- The agent's primary responsibility is to research, plan, design and sell leisure/corporate travel (air, hotel, car, rail, etc...) and leisure/corporate travel packages.
- Answer phone calls from clients traveling or needing information to any vacation destination, check and book airfare, car rental, hotel bookings, and tours.
- Responsible for exchanges, refunds, voids, and other miscellaneous CRS functions
- Responsible for obtaining required documents for clients to travel and verifying that documents are correct and complete
- Contact vendors to ensure extension or payment deadlines
- Clearance of waitlists for vacation products if applicable
- Follow up for situations requiring special attention