



Job Title: Travel Consultant

Reports To: Director

Location: Delta, BC

Albion Agency is looking for an in-house Travel Consultant to provide travel and logistic support to our team. The Travel Consultant will have responsibility for managing the travel and logistics, including active engagement with an internationally diversified team of personnel, contractors and third parties.

Requirements:

- 3 + years experience in travel management and GDS systems Amadeus
- Superior verbal and written communication skills. Knowledge of the French language is an asset
- Experience with complex international, corporate, and marine crew fares
- Professional & service-oriented mentality
- Ability to receive and place telephone calls and help maintain solid relationships with Clients
- Good personnel management abilities
- Attention to detail and multi-tasking skills
- Enterprise-level computer platform experience.
- Knowledge of Dynamics 365, writing, and freight logistics.

Job Responsibilities

- Advise clients on travel options and trip packages
- Make bookings and reservations, prepare tickets, and receive payment
- Plan and organize travel for individuals or groups
- Make transportation and accommodation reservations
- Sell single-fare tickets and package tours to clients
- Promote particular destinations, tour packages, and other travel services
- Can help extend Albion's corporate travel to our clients and other companies.
- Help Albion to utilize its vehicles by reaching out to various companies to offer vehicle support

Job Type: Full-time

Pay: \$20.00-\$30.00 per hour

Schedule:

- 8-hour shift
- Monday to Friday
- Weekends as needed

Work Location: In person