



REBECCA ADVENTURE TRAVEL is a young and innovative travel agency, focused on authentic trips in Ecuador, Peru & Colombia. Our travel agency is a Dutch company but we have our main office in Ecuador. We offer a dynamic international working environment in our office located in Cumbayá, Quito-Ecuador.

We are looking for an energetic, enthusiastic and driven person who can assist us with sales, operations & promotions, someone who would like to grow together with us in the travel industry!

JOB DESCRIPTION TRAVEL AGENT: As a travel agent you are responsible for the excellent organization and operations of a trip. You make sure our guests have the best experience possible.

TASKS & RESPONSIBILITIES:

- Sales & operation (day) tours
- Client contact during stay
- Writing travel plans, vouchers and itineraries
- Operation and Sales process improvement
- Supporting senior travel agents
- Implement all new crazy, great, innovative ideas you might have

NECESSARY SKILLS:

- Fluent in English and preferably in Spanish & Dutch (oral as written)
- Very good communication and written skills
- Attention to detail, ability to multitask and meet deadlines
- Flexible and adaptive in different situations

THE IDEAL INTERN:

- Is creative, independent, organized and full of positive energy
- Has affinity with tourism
- Is a senior or graduate student in Economy, Business, Communications, Marketing, Tourism or any other relevant study.
- Is available for 4 to 10 months

We offer a place to develop yourself and to get to know a lot of facets in the travel industry. We are always open to new ideas so if you prove yourself, you will get a lot of freedom to work on your own projects.

You will have the opportunity to travel around and to get to know our most popular tours. Please send us your CV and motivation letter if you are interested in working with us.