



REBECCA ADVENTURE TRAVEL is a young and innovative travel agency, focused on authentic trips in Ecuador, Peru & Colombia, based in Cumbayá, Quito-Ecuador.

We are looking for an energetic, enthusiastic and driven person who could help us as a *Junior Travel Agent in Sales & Operations*. You will be responsible for communication with the prospects, providers and guests and organizing tours. You will work from our office in Cumbayá.

TASKS & RESPONSIBILITIES:

- Operations from day and multiple day tours
- Sales both B2B and B2C through face-to-face and online
- Writing travel plans, vouchers and itineraries
- Confirm and reconfirm with suppliers
- Work on Saturday once a month
- Implement all new crazy, great, innovative ideas you might have

NECESSARY SKILLS:

- Fluent in English and Spanish both oral as written
- Very good communication skills
- Very good computer skills (CRM, Excel (Spreadsheets, Word, Gmail for Business)
- Flexible and adaptive in different situations
- Problem solving skills
- Travel experience in Ecuador and preferably Colombia and Peru.

THE IDEAL CANDIDATE:

- Is creative, responsible, independent, organized and full of positive energy
- Should have experience in the travel industry
- Is available for at least one year

We offer a place to develop yourself and to get to know a lot of facets in the travel industry. You will have the opportunity to get to know our most popular tours and you will receive a competitive salary and a flexible working schedule.

Please send us your CV and motivation letter if you are interested in working with us.

www.rebeccaadventuretravel.com - sales@rebeccaadventuretravel.com

Ecuador: Oficina 309, Plaza Coelho, Francisco de Orellana, Cumbaya, Quito, Ecuador
+593959428675

Netherlands: Kuiperstraat 50 7201HK Zutphen +31613043616