

REBECCA ADVENTURE TRAVEL is an innovative tour operator, focused on authentic trips in Ecuador, Peru & Colombia, based in Cumbayá, Quito-Ecuador.

JOB DESCRIPTION FOR OPERATIONS TRAVEL AGENT

As an Operations Travel Agent, you are mainly responsible for the operations of our tours. You will also be responsible for the communication with providers, suppliers & guests. You work full time, partly from home and partly from our office in Cumbayá.

TASKS & RESPONSIBILITIES

- ❖ Operations of day tours and multiple day tours.
- ❖ Write travel plans, and vouchers.
- ❖ Confirm and reconfirm services.
- ❖ Operate tours from online platforms.
- ❖ Manage customer service reviews (after sales).
- ❖ Be in charge of general administrative tasks.
- ❖ Be in contact with our suppliers and other stakeholders.

NECESSARY SKILLS

- ❖ Good in English and fluent in Spanish, both oral and written.
- ❖ Very good skills in communication, customer service and administration.
- ❖ Very good computer and online platform skills (CRM, Excel, Gmail for Business, etc).
- ❖ Problem-solving skills, work under pressure and proactiveness.
- ❖ Meet deadlines, attention to detail and ability to multitask.
- ❖ BSc degree in Finance, Business Administration, Tourism Management or relevant field.

THE IDEAL CANDIDATE

- ❖ Is creative, independent, responsible, organized and full of positive energy.
- ❖ Flexible and adaptive in different situations.
- ❖ Should have more than 2 years of work experience in the Travel Industry, ideally in Operations.
- ❖ Travel experience in Ecuador & the Galapagos and in Colombia and Peru (desired).

To apply, please send your CV and motivation letter to sales@rebeccaadventuretravel.com