

**REBECCA ADVENTURE TRAVEL** is an innovative tour operator, focused on authentic trips in Latin America, based in Cumbayá, Quito-Ecuador.

## **JOB DESCRIPTION FOR OPERATIONS TRAVEL AGENT INTERNSHIP**

As an Operations Travel Agent Intern, you are mainly responsible for assisting the Operations agent to operate our tours. 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, 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, working under pressure, and proactiveness.
- ❖ Meet deadlines, attention to detail and ability to multitask.
- ❖ Studying a BSc degree in Business Administration, Tourism Management or a relevant field.

### **THE IDEAL CANDIDATE**

- ❖ Is creative, independent, responsible, organized and full of positive energy.
- ❖ Flexible and adaptive in different situations.

To apply, please send your CV and motivation letter to [hr@rebeccaadventuretravel.com](mailto:hr@rebeccaadventuretravel.com)