

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

**JOB DESCRIPTION TRAVEL AGENT INTERSHIP:** 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. You work full time, one day from home and the rest from our office in Cumbayá.

**TASKS & RESPONSIBILITIES:**

- Sales & operation (day) tours
- Client contact during the 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 writing 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 of 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 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.

**<https://rebeccaadventuretravel.com> - [hr@rebeccaadventuretravel.com](mailto:hr@rebeccaadventuretravel.com)**

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