



## Travel Advisor Assistant Role

### Core Roles:

- Assist with client requests
- Send out and follow up on client intake forms, proposals, payment information, travel insurance
- Create proactive emails to existing client base for relationship nurturing
- Organize request tasks for completion
- Accurately record client data and trip bookings and documents per best practices
- Create operational reports to increase efficiency of business
- Utilize and update project management software with new trip tasks
- Create training as you work, to teach future employees the ins and outs of your routine

### Preferred Skills:

- Experience with CRM technology
- Comfortable discussing and selling luxury travel
- Skilled in Excel, Google Docs, Word and Adobe
- Quick learner of new technology
- Capable of organizing information and data consistently
- Creative and thoughtful
- Understanding of geography and some travel locations/experiences
- Ability to work independently without supervision and track time

Leadership: Future growth into leadership role

Starting Pay: See note below for pay breakdown

1099 Contractor

Must have own computer

**Pay during scheduled training:** \$12/hour

**Pay for assigned administrative tasks:** \$15/hour

**Pay for trips booked (self initiated):** Commission of trip at industry split (50% of total commission received by agency)

**Pay for trips booked (company initiated):** Commission of trip at additional split (50% of total commission received by Planes Trains and Babies)

**To apply: Email Resume and Cover Letter to [hello@planestrainsandbabies.com](mailto:hello@planestrainsandbabies.com)**



*Planes Trains and Babies*

[www.planestrainsandbabies.com](http://www.planestrainsandbabies.com)

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