



TRAVEL CONSULTANT

Overview:

Anderson Vacations is the One Stop Canada and South Pacific Travel Solution!

With advanced integrated on-line booking technology and six major product lines, Anderson is one of the fastest growing travel wholesalers in Canada!

Our mission is to provide the One Stop Solution for travelers and retailers wanting to travel, or wanting their clients to travel throughout Canada or the South Pacific. We offer Escorted Tours, FIT packages, Rail trips, Adventure activities, Charter services, Corporate programs and Conference Housing solutions enabling us to provide a One Stop Solution to every client type.

Description:

Are you a dynamic, results oriented individual who is looking for a new challenge? Anderson Vacations, Canada's fastest growing Tour Operator/Wholesaler, is looking for someone to fill the role of a Travel Consultant in their Calgary Office.

Duties and Responsibilities:

- Manage incoming reservations, track reservations, and ensure accurate bookings for Canada, Escorted Tour, Conference, Downunder and Wholesale Product Lines and create independent client files.
- Manage tracking, confirmation and documentation for FIT Agent/ Direct/ CWT/ Other Preferred retail bookings in line with Anderson Vacations' best practices.
- Attend training sessions with suppliers and our own product/ management team enhance your ability to perform in your role
- Report weekly on booking trends.
- Work as a team with the reservations department.
- Ensure that all calls into the call centre are answered in two rings or less.
- Responsible for a 2 week rotation of the emergency line as the schedule requests.
- Assist in all FIT product upload and ensure completion prior to December 15th each year. This includes schedules/ plan of action/ tracking.
- Assist in the management of conference loading in accordance with meeting planner practices when necessary.
- Website maintenance, product upload, and fluidity.
- Filing of supplier information, bookings, and contracts.
- Shipping of consumer information packages, final payments, and tracking.
- Provide quotes, documents and confirmations on FIT products and services
- Manage FIT sales through retail partners and direct consumers.
- Prepare product pricing and contracting when requested.
- Assistance in brochure production for Canada FIT.
- Report to product team on hot sellers, good deals and what is being requested.
- Assist with AVA reservations and coordination implementation with Corporate Program department.
- Ensure tracking of FIT files and incomes is always up to date
- Any other duties as required and requested by management team.

Qualifications:

The successful candidate will be familiar with Anderson Vacations and the wholesale/retail framework; have experience working in Windows XP computer software including Microsoft Excel, Microsoft Word, and Outlook; and be willing to work hard to ensure that the Anderson Vision is reached. Knowledge in a GDS booking system is an asset. The individual who is successful in acquiring this position will exhibit a passion for the travel industry, possess exceptional interpersonal and communication skills and work well in a team environment or independently. Travel industry and personal travel experience is an asset.

RESUMES will be accepted until August 6th at 5:00 PM

Submissions may be made to Corey Marshall

President/CEO

cmarshall@andersonvacations.ca

We thank everyone who applies. However, only those considered for the position will be contacted.