

# Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/travel-consultant-agent/>

## Travel Consultant/Agent

### Industry

travel

### Description

Bee Happy Recruitment are seeking a Travel Consultant/Agent to work at our client's busy sales office located in Bognor Regis, applicants must have experience in travel previously selling cruising or Worldwide tailor-made holidays. The working hours are 8.30am-5.30pm Monday to Friday, with approximately two in four Saturdays (8.30am-4.00pm) worked with a day off in lieu during the week to compensate.

#### 1. Consultation and Planning

Understanding Client Needs: Assessing clients' preferences, needs, and budgets to recommend suitable travel options.

Custom Itinerary Planning: Creating personalized travel itineraries, including flights, accommodation, transportation, activities, and tours.

#### 2. Booking and Reservations

Flight and Accommodation Booking: Reserving flights, hotels, car rentals, and other travel services.

Package Deals: Offering and booking all-inclusive travel packages that include transportation, lodging, and activities.

Ticketing: Issuing tickets for air travel, cruises, or other forms of transportation.

#### 3. Advisory Services

Destination Knowledge: Providing detailed information about destinations, including climate, culture, and visa requirements.

Travel Tips: Offering advice on travel insurance, health precautions, and other travel-related concerns.

Visa and Documentation: Assisting with visa applications, passport renewals, and other necessary travel documents.

#### 4. Customer Service

Problem Resolution: Handling issues like cancellations, rescheduling, lost luggage, or emergency assistance during travel.

24/7 Support: Offering support before, during, and after the trip, especially for international travellers.

Feedback Collection: Gathering client feedback post-travel to ensure satisfaction.

### Hiring organization

Bee Happy Recruitment

### Employment Type

Full-time

### Duration of employment

Permanent

### Job Location

Bognor Regis

### Working Hours

Monday-Friday 8.30am-5.30pm  
Saturdays 8.30am-4.00pm

### Date posted

August 19, 2024

and improve services.

## 5. Sales and Marketing

**Promotions:** Developing and promoting special travel deals, discounts, and offers.

**Cross-Selling:** Suggesting additional products or services such as travel insurance, guided tours, or premium upgrades.

**Client Relationship Management:** Building and maintaining relationships with clients for repeat business and referrals.

## 6. Administrative Tasks

**Budget Management:** Ensuring clients' travel arrangements stay within budget and negotiating prices with suppliers.

**Record Keeping:** Maintaining accurate records of clients' travel arrangements, payments, and preferences.

**Compliance:** Ensuring all travel arrangements comply with travel regulations, including health and safety standards.

## 7. Collaboration and Networking

**Supplier Relationships:** Building relationships with airlines, hotels, tour operators, and other travel service providers.

**Industry Knowledge:** Staying updated on travel trends, industry regulations, and emerging destinations.