

Travel Designer, Air Specialist

Tully Luxury Travel Designers create life-enriching travel experiences for a discerning global clientele, curated with the utmost attention to detail. We have become North America's leading Luxury Travel Agency through the development and maintenance of relationships. Tully Luxury Travel is considered one of the most influential, connected, and respected names in the industry. As a Travel Designer you will support a Senior Travel Designer, working as a team to exceed our client's expectations. This is the perfect opportunity to expand your experience working in the field of Travel.

Established in 1987, Tully Luxury Travel's bespoke travel experiences range from luxury cruises and yachting, to safaris, ski resorts, the finest hotels, and private travel arrangements in cities all over the world. Dedicated to sharing the world's most inspiring, life-enriching travel experiences, Tully Luxury Travel provides world-class customer service.

Responsibilities:

- Using the booking tool research and book air travel for clients and employees(both fee based travel and loyalty/point program travel)
- Review and analyze travel options and make recommendations or suggestions based on knowledge of travel
- Communicate with clients directly to identify travel preferences and complete air bookings; following-up as necessary
- Act as liaison between Travel Designers, clients, and flight companies in booking, adjusting, correcting, or modifying air bookings
- Using a client management system maintain electronic client profiles, updating profiles with air travel details
- Maximizing every sales opportunity presented as a chance to develop lifelong relationships, and curate unique, enriching experiences
- Prepare client invoices and related documentation and process client and vendor payments in coordination with accounting
- Respond in a timely manner to all customer inquiries
- Leverage persuasive communication skills to create excitement about travel plans
- As required, communicate with clients directly, ensuring clear and service-oriented communication style
- Other duties as required

Qualifications:

- TICO Certification is required (must be certified within one month of start date)
- Previous work experience in travel, tourism, or hospitality an asset
- Experience booking with Sabre
- Experience booking flights using loyalty programs and mileage rewards
- Familiar with aircraft configurations and travel classes
- Degree or Diploma in tourism, travel or hospitality
- Exceptional communication skills and attention to detail
- Superior organizational skills
- Able to work under pressure and meet multiple deadlines
- Proficient in English; both written and communication
- Problem solving skills coupled with the "can do" attitude
- Experience traveling to international destinations an asset

This role is paid base and commission.

This is a fantastic opportunity to join a talented team of travel designers who specialize in curating exceptional travel experiences, working as a Private Travel Designer, Air Specialist at the Tully Luxury Travel office in Mississauga, Ontario. We thank each applicant for taking the time to submit your resume, however, only candidates to be interviewed will be contacted.

Join our team!

Email: hr@tullyluxurytravel.com

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