



Travel Sales Administrative and Booking Assistant – Summer Student

Are you interested in travel, an excellent communicator, researcher, creative thinker and positive personality who loves to interact with people? Are you currently a student in a travel and tourism or business program at the post secondary level?

The Travel Store offers travel booking services at our office location in PEI and via home based agents in NS, NB and PEI. We book all types of travel and provide travel insurance for our valued leisure and corporate clients to locations all over the world. We are dedicated to providing a positive work environment for all of our team members.

If you are interested in the travel booking industry, love travel, are thrilled to share that love with others, and take pride in giving the best care and attention to planning trips for others, then we'd like to hear from you!

As our Summer Student You Will:

- Provide support to sales and administrative staff that will enable improved and timely service to our clients
- Learn about the travel industry and the importance of providing excellent customer service
- Answer client telephone calls and emails to assist staff travel advisors
- Assist staff travel advisors to prepare travel documents for presentation to clients
- Assist staff travel advisors to research and recommend options for clients
- Gather client information for travel bookings and assist travel advisors in presenting travel options and other travel information to clients
- Provide other administrative support as needed for office finance and administration
- Assist staff travel advisors to make bookings for clients
- Organize and manage travel brochures and client giveaway items to assist staff travel advisors with their marketing efforts

Education and Skills Requirements

- Current/returning university or college student, from travel and tourism or business program
- Excellent English oral and written communication skills, and confidence with telephone and in-person communications
- Positive and helpful attitude
- Organized, with attention to detail and great time management
- An understanding of customer service
- Knowledge and proficiency in GDS would be a definite asset

Pay: \$15.50 per hour plus vacation pay 4%

- Hours per week: 35
- Start: May 29
- End: TBD
- M-F 9 am – 5 pm
- Location: The Travel Store head office, 538 North River Road, Charlottetown, PE, C1E 1J9

Start and end dates are subject to change.

If you think you would be a great fit for this position and our company please submit a cover email telling us a bit about yourself, with resume, to info@thetravelstore.ca as soon as possible.

We look forward to hearing from you, and will contact qualified applicants for interviews.