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Job Description: Travel Agent (Part-Time / Full-Time)

Job Description

JOB TITLE

Travel Agent (Part-Time / Full-Time)

DATE

August 17, 2025

REPORTING TO

Agency CEO / Managing Director

JOB PURPOSE

As a Travel Agent at Regenerative Travel Agency, you'll play a vital role in managing travel packages that align with our commitment to destination development. You will build and nurture client relationships and ensure smooth delivery of tailored travel experiences. Your work will support the growth and reputation of our agency as we evolve from infancy to a thriving regenerative travel provider.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Manage end-to-end client relationships—from discovery and booking to post-trip follow-up.
- Coordinate logistics, including accommodations, transportation, excursions, and documentation.
- Ensure all travel components meet regulatory and safety standards, particularly in Ontario (TICO).
- Maintain accurate records, complete paperwork, and handle filings as required.
- Collaborate with internal team members and external partners to ensure seamless client experiences.
- Monitor client satisfaction and iteratively refine service offerings.

EXPERIENCE & QUALIFICATIONS

- Proven experience in business development and managing client relationships.
- Background in creating and selling comprehensive travel packages.
- TICO accreditation preferred; if not yet certified, willingness to obtain it immediately.
- Excellent organizational and administrative skills (paperwork, filings, scheduling).
- Ability to work in a hybrid environment—both in-office (for meetings and paperwork) and remotely.
- Excellent communication and interpersonal skills.
- Passion for regenerative and sustainable travel principles.

COMPENSATION & WORK ARRANGEMENTS

- Hourly wage: \$23–\$28, depending on experience.
- Part-Time / Full-Time options available - flexibility in scheduling.
- Hybrid work environment: Required presence in the office for core administrative tasks and meetings; remote work supported for client consultations, package design, and follow-up.
- Growth potential: Current hours may be modest as the agency is in its infancy, but will expand as the agency grows.