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Parry Sound & South Algonquin
www.explorersedge.ca



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

Job Posting

Position: Travel Agent (Part-Time / Full-Time)

Location: Hybrid (Regenerative Travel Agency Office – Bracebridge, ON and Remote)

Hourly Wage: \$22–\$25, DOE

Application Deadline: August 29, 2025

About Us

The Explorers' Edge Regenerative Travel Agency is an emerging to be the leader in inbound sustainable, regenerative travel experiences. We're dedicated to creating impactful journeys that support our business community and cultural integrity of our product. As we grow from our foundational stage, we're seeking a motivated Travel Agent to help shape our client experience and service offerings.

The Role

- Build and maintain strong client relationships from first contact to post-trip support.
- Proactively identify and develop new business opportunities.
- Handle administrative essentials—filings, documentation, scheduling—with care.
- Work collaboratively in a flexible hybrid setting.

Qualifications

- Proven experience in business development and managing client relationships.
- Strong 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.

What We Offer

- Competitive hourly rate (\$23–\$28 based on experience)
- Flexible scheduling—choose part-time or full-time hours to suit your lifestyle
- Hybrid workplace model combining in-office collaboration and remote work
- Opportunity for professional growth as the agency expands

How to Apply

Please submit your resume and a brief cover letter outlining relevant experience in client management and travel services - plus your TICO certification status (if available) - to:

- Andrew Kainz
- andrewkainz@opxppm.com
- OPX Project – People Management
- www.opxppm.com

Deadline: August 29, 2025

We look forward to hearing how your skills and passion align with our mission to drive sustainable travel forward.