Two If By Sea travel agency provides a great opportunity for travel agents to assist clientele with a wide variety of travel arrangements. This includes helping the client choose a location by researching, booking their tickets and making the reservations for them.

<table>
<thead>
<tr>
<th>Title</th>
<th>Travel Agent</th>
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| Location       | 44 Atlantic Avenue  
Manhattan, New York  
10026 |
| Qualifications | Completion of at least one of the following courses at a vocational school or community college:  
  - reservation systems  
  - travel regulations (both domestic and international)  
  - marketing  
  - Bachelor’s degree or experience in any of the following or a related fields:  
    - business  
    - hospitality  
    - travel  
    - tourism  
  - Background education in areas such as:  
    - history |
| Necessary Skills | • Proficient use of:  
| | o MS Office Products  
| | o Sabre  
| | o Internet  
| | • High levels of:  
| | o organization  
| | o coordination  
| | o English speaking  
| | o reading and writing  
| | o active listening  
| | o critical thinking  
| | o monitoring  
| | o negotiations  
| | o judgment  
| | o evaluation  
| | o service  
| Requirements | • able to offer advice on a destination  
| | • knowledgeable about making transportation and accommodation recommendations  
| | • able to provide a client with a wealth of information regarding their destination (such as expected weather conditions, travel advisories, and documentation requirements)  
| | • must keep abreast of developments in foreign countries that may influence travel arrangements or may make a particular destination unsafe for travel  
| | • able to handle stress of last minute itinerary changes that may arise  
| | • able to cope with multiple deadlines and be able to remain calm in a stressful situation  
| | • able to communicate effectively  
| | • be of a friendly and professional demeanor  
| Responsibilities | • manage travel processes to ensure high level of customer service  
| | • research and resolve issues to ensure smooth travel operations |
| | • monitor active travel to ensure all arrangements are executed as arranged or needed  
| | • determine effective alternatives to adapt to immediate changes in travel plans  
| | • coordinates VIP itineraries, and ensures that personal effects arrive at destination on time  
| | • remain current on travel industry to identify trends and cost savings  
| | • arrange international travel (can include rail or boat arrangements)  
| | • arrange various private and charter travel itineraries  
| | • assist in handling of travel refunds  
| | • advise fellow employees and management on travel-related requirements  
| | • assist in the management of corporate travel credit cards and provide monthly reconciliation and reporting  
| | • comply with company policies and procedures  
| | • performs other duties as assigned  

| Salary | • between $24,000 and $38,000 a year but is susceptible to change due to:  
| |   ○ ability to sell effectively  
| |   ○ locations sold  
| |   ○ part time employment  
| | • compensation in the form of bonuses and incentives  
| | • opportunity to travel at reduced rates |