

Sugarfoot Travel Agent Information

Job Description:

Travel agents help travelers by sorting through vast amounts of information to find the best possible travel arrangements. In addition, resorts and specialty travel groups use travel agents to promote travel packages to their clients.

A travel agent's job is to stay current in all things travel including but not limited to natural disasters, up and coming locations, various company promotions, visa and currency requirements. New agents will be limited in what they are able to sell due to the mass amount of information and knowledge the agent will need in order to expand. New agents will also not be eligible for reward travel until they have been with the company for 3 years or show exceptional sales.

Agents are hired on as Independent Contractors with a 3-5 year contract. This means that the agent will not be provided with medical or other benefits, will pay Sugarfoot a percentage of commissions earned to use licensing, and will take care of taxes on their own. They will also be required to obtain and maintain their own E&O insurance, participate in training for their field and will be expected to work all hours of the day as needed in emergencies.

Duties

Travel agents typically do the following:

- Arrange travel for business and vacation customers
- Determine customers' needs and preferences, such as schedules and costs
- Plan and arrange tour packages, excursions, and day trips
- Find fare and schedule information
- Calculate total travel costs
- Book reservations for travel, hotels, rental cars, and special events, such as tours and excursions
- Tell clients about what their trip will be like, including giving details on required documents, such as passports or visas
- Give advice about local weather conditions, customs, and attractions
- Make alternative booking arrangements if changes arise before or during the trip
- Manage customer payment dates as well as other important travel dates
- Keep logs of information for trips sold and commissions earned