



JANZZ Details

Tourism Operations Admin

JANZZ Title	Tourism Operations Admin
Job type:	Job offer
Number of offered jobs:	1
JANZZ language:	English
Description:	<p>Roam Wild Travel (RWT) was founded in 2019 by a Nicaraguan/Canadian couple with deep personal ties to Central America. The founders wanted to showcase the beauty of Central America to the world so RWT was created to guide, inspire and create remarkable travel experiences in Central America that are tailored to the precise needs of their clients. As we now start to focus towards returning and exceeding our pre-pandemic growth phase, we are recruiting to meet the needs of our Operations teams. We are looking for a dynamic, passionate individual to join the RWT family in the Operations team who are dedicated to supporting Travel Design team with the organization and coordination of our client's trips. The Operations Admin will be a key part of ensuring our clients have incredible experiences in Nicaragua and Central America.</p> <p>Main Responsibilities</p> <p>Work closely with the Travel Designer to develop written itinerary Microsoft Word files for client's trips. Prepare emails (using templates) for client itineraries. Correspond with vendors to book transportation, hotels, day trips, etc via telephone and Answer inquiries from clients (coming in via phone or email) to schedule phone calls between the client and the Travel Designer. Confirm departure times with vendors and update data in Excel spreadsheet. File emails and documents as required in Outlook and OneDrive. Manage RWT Instagram and Facebook social media posts.</p> <p>Qualifications and Skills Required</p> <p>Formal education in Travel or Tourism is considered an asset. Fluent in English writing and speaking. Quick thinking with an excellent sense of initiative and problem-solving skills as well as the ability to work calmly and efficiently under time pressure. Experience with Microsoft Office (Excel, Word, OneNote, Outlook). Experience working remotely is considered an asset. Experience working in the tourism industry. Extremely close attention to detail, highly organized with the ability to prioritize, manage own time, and multi-task. An amazing opportunity to join a growing international travel company. Competitive salary Target-based bonus</p>

**Occupation /
Specializations /
Functions:**

Occupation/Profession:

Tourism agent

Specializations:

Formal education in Travel or Tourism is considered an asset.

Fluent in English writing and speaking.

Quick thinking with an excellent sense of initiative and problem-solving skills as well as the ability to work calmly and efficiently under time pressure.

Experience with Microsoft Office (Excel, Word, OneNote, Outlook).

Experience working remotely is considered an asset. Experience working in the tourism industry.

Extremely close attention to detail, highly organized with the ability to prioritize, manage own time, and multi-task.

Availability:

As soon as possible

(Work from home. Require your own computer and internet access.)

Type of contract:

› Freelance/Service Contract/Project

› Full-time

Salary/Compensation:

800 - 900 USD per month

Languages:

› English

Oral: Proficient, Written: Proficient