



Travel Advisors

Role Description

Whitney World Travel is on the lookout to add a new member to our amazing team of Travel Advisors. The ideal team member is someone who is passionate about travel and helping families take amazing vacations to destinations around the world.

Role and Responsibilities

As a Travel Advisor you are an Independent Contractor for Whitney World Travel. You set your own hours, decide whether to work from home or an office, and contribute as much time and effort to your business as you feel is necessary to meet your goals.

You'll be prospecting for sales leads and investing considerable effort to find new clients. You'll be consulting with clients over the phone and by e-mail to assist them in securing their perfect vacation that maximizes the value of your clients' vacation dollar.

You'll book travel reservations via phone and online reservations systems, and will carefully track bookings for changes and any additional savings.

All Travel Advisors are expected to maintain appropriate training and certifications for the destinations they sell. It is also highly encouraged that our Travel Advisors seek opportunities for training and development beyond the basic requirements—a commitment to furthering your travel knowledge will increase long term success.

Qualifications and Attributes

The following attributes are an absolute must to join the Whitney World Travel team:

- Committed to a sense of teamwork and working alongside all other members of the Whitney World Travel team to help one another grow and improve as Travel Advisors and people.
- Passion to help people and provide world-class customer service—the most important thing you can do to grow your business in the long term is to provide the same level of care and attention to your clients that you would to your own family's vacation.
- Desire to build something long term and sustainable—this is a sales and customer service role. It will take time to build and cultivate a network of clients.
- Attention to detail—you are planning other people's vacations and our goal as an agency is to eliminate the stress of planning a trip. This means you must pay attention to all of the details and accurately communicate to clients what to expect.



The ideal Travel Advisor must have the following qualifications/abilities:

- Customer Service experience—if you like interacting with people and have experience in a customer service role this is a great job. Experience in roles like call centers, sales, hospitality, and restaurants are great training grounds.
- Significant destination experience—No one can have experience in visiting every destination around the world (we will help teach you), but you need to have a starting point. To begin you need to have significant experience (5+ trips) with destinations like Disney Parks, Cruise Lines, Hawaii, Cancun, etc. This experience gives you a good starting point to build your business.
- Strong working knowledge of Microsoft Office suite, e-mail, and other modern technical business solutions.
- Comfortable speaking with clients and vendors by phone.
- Personal network that can be leveraged to help spread the word about your business (ie PTO, church, family, friends, alumni associations, neighborhood organizations)

Additional qualifications that will help you build your business (no worry, again we can train you):

- Working knowledge of Social Media—in particular Facebook, Pinterest, Twitter
- Experience writing content such as blogs

Opportunity

As an Independent Contractor you will be compensated with commission based on your destination sales. The commission we offer is above the industry average for home-based travel agents. Commission split will be determined by experience upon joining the team.

Unlike many other agencies, Whitney World Travel will assess no fees on our Travel Advisors. We will cover all expenses related to insurance, your e-mail, and some basic marketing costs.

If you wish to market yourself beyond what we cover (which we recommend) our team will help you develop a robust plan, but costs for that plan will be your responsibility.