https://www.technomine.biz/job/sales-associate/

Sales Associate

Hiring organization
Technomine

Employment Type
Full-time

Industry
KPO/BPO

Job Location
401-403, Shoppers Plaza 4 C. G. Road Chimanlal Girdharlal Rd, above Ritu Kumar Showroom, opp. BSNL Bhavan, Mithakhali, Navrangpura, Ahmedabad, 380009, Ahmedabad, Gujarat, India

Working Hours
USA Shifts

Base Salary
₹ 25000 - ₹ 45000

Date posted
October 11, 2024

Valid through
31.03.2025

Description

Company Description

Technomine has been a leading provider of outsourcing solutions for clients across North America, Europe, and the Middle East for the past decade. With a team of 300+employees in India & United Kingdom, we offer services such as Recruitment Process Outsourcing, UK- US and Canada Travels, Video Surveillance & Alarm Monitoring, Record Retrieval, and Accounting & Credit Control Outsourcing. We take a hands-on approach to help clients focus on their core business activities while we manage non-core function.

Responsibilities

Job Description:

As a Travel Agent, you'll help customers plan and book their perfect trips, from flights to accommodations and activities. You'll offer personalized service, resolve any issues, and stay updated on industry trends. By building strong vendor relationships, you'll secure the best deals and deliver unforgettable travel experiences.

Key Responsibilities:

1. Client Consultation:

Attend clients calls to determine their travel needs, preferences, and budget.
Provide expert advice on destinations, cultures, customs, weather, and activities.
Recommend personalized travel packages and itineraries that meet clients' preferences and expectations.
2. Itinerary Planning & Booking:

Design and organize customized travel itineraries, including flights, hotels, car rentals, tours, and activities.
Make reservations using computer reservation systems, ensuring all travel arrangements are accurate and meet client requirements.
Coordinate travel insurance, transportation, accommodations, and tour packages.
Handle payments, process travel bookings, and ensure all fees and documentation are collected.
3. Research & Industry Knowledge:

Stay up-to-date with travel industry trends, destination information, visa requirements, and travel restrictions.
Conduct research on travel trends to provide clients with informed recommendations.
Advise clients on relevant travel documentation, including visas, passports, and health and safety requirements.
4. Record-Keeping & Compliance:

Maintain accurate records of client transactions, including bookings, payments,

meetings, and phone calls.
Ensure compliance with all travel regulations and guidelines for domestic and international travel.
Prepare and manage documentation related to client bookings, travel insurance, and visa requirements.

Qualifications
Education:
Bachelor's (Preferred)

Job Benefits
Benefits:
Food provided
Leave encashment
Paid time off
Provident Fund

Contacts
You can contact directly on :- **9265898168**