



Adventure Travel Sales Assistant

We are hiring a sales assistant for our team.

Sales Assistant Job Responsibilities:

Provides administrative sales support to the senior staff members of the organization.
Assist with Itinerary Creation for client travel programs
Help senior staff members manage customer relationship management system
Dealing with local tour partners across the globe to solidify client itineraries and obtain pricing
Submission of client trip outlines and quotations to tour partners
Create custom client travel templates for various trips and locations
Cross-check tour operations to ensure travel experience run in accordance with client expectations
Maintain country specific travel pricing and resource information
Prepare and engage with clients on travel related emails
Assist on special projects on an as needed basis.

Work Hours, Benefits, & Requirements:

Independent Contractor Role
On Call: Starting 20 Hours Per Week with potential increase in hours to full-time
Flexible Remote Work Schedule
Emphasis on an optimal Work / Life Balance
Hourly Rate: Negotiable based on experience level

Sales Assistant Skills and Qualifications:

- ✓ Strong Attention to Detail
- ✓ Ability to Work under Pressure and Meet Rapid Deadlines
- ✓ Flexible and Able to Adapt to Changing Work Tasks
- ✓ Fully Dedicated to Role During Working Hours
- ✓ Prior Experience in Working Remotely and/or from Home
- ✓ Administrative Writing Skills
- ✓ Experience with Microsoft Office Skills & Google Suite (Docs, Sheets, & Slides) is a plus but not mandatory
- ✓ Managing Processes
- ✓ Organization
- ✓ Analyzing Information
- ✓ Professionalism
- ✓ Problem Solving
- ✓ Strong Verbal Communication
- ✓ Can Maintain Professional and Quiet Work Environment
- ✓ College or University Bachelor's Degree Required or progress towards completion

Equal Opportunity Employer

The Explorer's Passage provides equal employment opportunities to all employees, contractors, and applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

As an equal opportunity employer, The Explorer's Passage requests that you do not include a profile picture nor an address in your application.

**Interested in Applying? Please send a resume and cover letter to
info@explorerspassage.com. Please put the following text in the subject
line: 'Sales Assistant Role #332'**