

# FLYSKYNINE TRAVELTECH

## Job Description

<b>Title</b>	Date: (01-Nov-2021)
<b>Travel Manager-II (Senior)</b>	
<b>Organisation:</b> Travel Management Operations	
<b>Line Manager:</b> Executive Director	

<b>Job Type:</b>	
<b>Job Stage 1</b>	<b>Exempt or Nonexempt</b>
Full Time (45 hours/week)	Exempt
<b>Compensation:</b> As per market standards	Additional Benefits & Rewards: Performance based incentives Work from home (work remotely)

<b>JOB DESCRIPTION AND RESPONSIBILITIES:</b>
<p><b>About us</b></p> <p>FLYSKYNINE Traveltech is an innovative and smart travel management company providing exceptional Travel experience to our client &amp; their customers spread across USA. Our goal is to keep our clients &amp; their customers satisfied, become their trustworthy and reliable partner for their future travel management needs while demonstrating utmost professionalism.</p> <p><b>Our Exciting Opportunity</b></p> <p>FLYSKYNINE Traveltech is looking for a passionate and professional Travel Manager to join our team. As a Travel Manager, you will be responsible to serve our customer's travel management needs.</p> <p><b>You will:</b></p> <ul style="list-style-type: none"> <li>• Provide Travel Management Services to individual and business customers</li> <li>• Work towards generating new customers.</li> <li>• Determine customers' needs and preferences, such as schedules and costs and sell Airline tickets.</li> <li>• Working on GDS (Amadeus) to check the fares and schedule information</li> <li>• Generate PNRs and deal with the airlines to issue new tickets.</li> <li>• Make alternative booking arrangements if changes arise before or during the trip.</li> <li>• Answering campaign calls to promote the brand.</li> <li>• Should have the expertise of converting inbound calls into a confirmed sale, thus generating revenue for the company.</li> <li>• Selling the brand and building a rapport to retain their loyalty for future travel needs</li> <li>• Team Leadership and Maintain team performance reports and dashboards.</li> <li>• Lead and initiate performance/process improvement</li> </ul>

<b>To be successful in your role you must have</b>
<ul style="list-style-type: none"> <li>• Undergraduate/graduate/postgraduate degree.</li> <li>• Minimum 4-7 years of experience in travel industry with hardcore sales.</li> <li>• Proficient in MS office, travel tools etc.</li> <li>• Customer First attitude and demonstrate Customer Relationship Skills</li> <li>• Sound knowledge of geography, especially for the US market.</li> <li>• Campaign calling experience is preferred but not mandatory</li> <li>• Willing to work in rotational shifts. Able to handle pressure with a good sales aptitude.</li> <li>• Excellent spoken English, communications, and convincing skills.</li> <li>• Collaborate with peers internally for team development and skill development.</li> <li>• Innovative   smart thinker   Outcome &amp; result oriented</li> </ul>

<b>What's in it for you?</b>
<p>Here at Flyskynine Traveltech our culture is to redefine employee success and what future holds for you. Joining us is a way to move your career and work in a place where collaboration, innovation and speak up environment serve as a core way on how we work. Welcome to an organization where you can make an 'smart' impact.</p> <p><small>We provide equal employment opportunities without regard to race, color, gender, sexual orientation, transgender status, gender identity and/or expression, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic background, social origin, social status, indigenous status, disability, age, union.</small></p>