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| JOB DESCRIPTION – LEISURE OFFICE MANAGER |
| Position Title: | Leisure Office Manager |
| Senior Leadership Team Leader: | Executive Vice President, Operations |
| Team Leader: | Executive Director |
| Team Membership: | Leisure |
| Location: | Gilbertsville, Pennsylvania |
| Job Status: | Exempt |
| Supervisory Responsibilities: | Yes |
| Objective of the Position: | World Travel, Inc. is seeking a Leisure Travel Sales Manager for their Gilbertsville, Pennsylvania office.  World Travel has is a corporate based travel agency with a leisure department. We have over 30 years as an innovative and ever-growing travel company. We are seeking a motivated, outgoing, approachable, and successful leader to manage this growing office. Candidates must have experience working with a fast growing business and must possess proven professional leadership skills. |
| Essential Functions: | Responsibilities will include management of all Travel Advisors.  Cultivate rapport with travel suppliers, monitor and enforce professional standards and deliverables.Create and/or streamline processes, documents, and other job tools for staff.  Booking client’s vacations and maintaining your loyal clients. Delegation of assignments, marketing travel opportunities via email, monitoring web presence and other media.Occasional sales presentations, etc.  |
| Competency and Position Requirements | At least 5 years professional sales experience as a Travel Associate with management background.Ability to aggressively pursue sales and bring along a client base, effectively skills to build long term customer relationships, excellent customer service skills, ability to manager time in a fast paced working environment with maintaining high quality results.  |
| Education and Experience Requirements | Travel school graduate preferred, Travel sales experience, management experience, Galileo or Sabre experience.  |
|  | ***This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as is reasonable.*** |