CAA North & East Ontario

POSITION: **Travel Consultant**

LOCATION: **Canadore College – 1 College Drive, Parry Sound, ON**

Our travel business is growing! We need travel consultants to assist our Members with all their travel needs.

Our retail travel stores are where Members go for their member benefits (maps, tour books and passport photos etc.) and where they can plan and purchase all types of trips and tours; merchandise, luggage etc. The schedule is 37.5 hours per week, 9:00 am – 5:00 pm, Monday - Friday.

If you love travel and can close sales, this is an excellent opportunity!!.

Essential Duties and Responsibilities:

- Promote and sell travel related products such as air, tour, hotel and car reservations, travel insurance etc.
- Promote and sell CAA memberships, promoting upgrades and additional associates;
- Provide members with Auto Travel materials, passport photos etc.
- Answer member/client inquiries;
- Various administrative duties including restocking brochures and merchandise, conducting inventory, etc
- Other Related Duties as Required

Qualifications and Skills:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- TICO certification required or must be attained within 3 month probation period
- Completion of Travel Agency Certification course from established and recognized institution
- Customer service experience an asset
- Must possess the comfort level and drive to succeed in a part-commission sales environment
- Self-motivated ability to build and retain a loyal clientele
- Must actively pursue the CTC designation (supported by the Club)
- Complete knowledge of Apollo by Gemini automation
- Fluency in both official languages is an asset
- Successful candidate will be required to join United Steelworkers Local 2020

Compensation:

- Base Salary: $18.13 - $20.87 per hour
- Generous Commission Structure
- Health & Dental Plan
- Pension Plan
- Vacation & Paid Leave
- CAA Membership

Employment is contingent on a successful Criminal Background Check and reference.

Job applicants who have disabilities shall be provided with reasonable accommodation throughout the recruiting process.

Please submit your application to jobs@caaneo.on.ca or visit https://caaneo.ca/about/careers/