WORK VAPOR

Job Link: https://workvapor.in/jobs/id-82674364-assistant-manager-inbound-travel-operations-sales-job-in-new-delhi/

ASSISTANT MANAGER, INBOUND TRAVEL

HIRING ORGANIZATION

Trail Blazer Tours India Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Jhandewalan Extension, NIL, New Delhi, Delhi, India

BASE SALARY

INR 15,000 - INR 26,000

DESCRIPTION

Do you love travel and have a passion for customer service? We're looking for an organized and dedicated person to join us as an Assistant Manager – Inbound Travel Operations & Sales. Your main focus will be on managing our inbound travel operations, with sales tasks as and when needed.

Position: Assistant Manager – Inbound Travel Operations & Sales

Location: Jhandewalan Extension, New Delhi

Key Responsibilities:

- **Main Role:** Manage inbound travel operations to ensure everything runs smoothly from booking to the end of the trip.
- Customize and adjust travel plans to meet customer needs.
- Respond to customer queries via email and phone calls quickly and effectively.
- Handle bookings, and paperwork, and resolve any complaints professionally.
- Keep customer data secure and confidential.
- Solve any issues during trips to ensure a great experience for our clients.
- Assist the team in achieving sales targets as needed
- Stay updated on travel trends to offer the best options for clients.
- Follow up with travellers using various communication methods (WhatsApp, email, calls, text messages, etc.).
- Prepare and review quotations when needed, providing accurate pricing.
- When needed, create detailed itineraries and holiday packages, with good knowledge of hotels and Indian destinations.

Qualifications:

- About 5-6 years of experience in customer service and operations in the inbound travel industry.
- Good knowledge of hotels and popular Indian destinations.
- Strong communication and people skills.
- Familiarity with communication tools.
- Proficiency in Microsoft Office applications
- Ability to manage multiple tasks and stay organized.

We’d love to hear from you if you’re ready to help us deliver fantastic travel experiences and manage our operations!

You can apply now or share this with someone who might be interested if you like. Let’s make travel dreams come true together!