



## Sales and Marketing

EDUCATIONAL TRAVEL CONSULTANT / ASSISTANT SALES &  
ACCOUNTS MANAGER

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### COMPANY DESCRIPTION

A fast growing tour company specializing in educational travel is looking for highly motivated and experienced sales consultants to help continue our growth.

We work closely with class trip organizers; educators and parents to plan and design the best student tours for middle and high school groups as part of our mission to create unique travel and learning experiences for young travelers to destinations in the USA, Canada and the world.

Part of our success is our focus on client retention through high levels of satisfaction at every level of service. It is a key success factor and each new team member is a key contributor to the success of this retention.

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### JOB DESCRIPTION

We are looking to immediately fill a key position as an Sales Assistant in supporting the front line sales consultant driving teacher and student group bookings.

The position is based Wakefield Ma, just 8 miles North of Boston.

#### **The ideal candidate for this role:**

- Should demonstrate knowledge of general sales, marketing, and customer service skills.
- Consult and assist in supporting the sales efforts of educational travel programs and support sales in developing professional relationships with prospective customers to teachers, parents and organizers
  - Provide clear and accurate information on tour prices and inclusions

#### **Support in Sales to**

- Diligently follow-up and build a strong bond of trust with our teacher/ tour organizers
- Design custom travel programs and itineraries
- Track incoming leads and sales inquiries throughout the selling process
- Understand and support sales efforts to achieve monthly sales goals
- Work with an information database and CRM and maintain data current
  - Maintain accurate and up-to-date computer records and documentation on all customer data, telephone contact, price quotes and written correspondence
- Deal with paperwork and admin (contracts, booking agreements, invoices and itineraries)
- Previous work experience with youth a definite plus
- Social Media and Blogging understanding and knowledge a definite asset

#### **Other Functions:**

- **Undergo our in house GO Leader ( tour leader ) program to lead future student tours to destinations like DC, NYC, Boston, Charleston, Atlanta, Chicago**
- Effectively use in house resources to reach new customers
- Provide clear and accurate information on tour prices and inclusions.



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- Travel overnight to attend conventions or supervise trips.
- Service existing accounts
- Additional responsibilities as needed and directed by direct manager
- Bring a creative input and spirit to the team.

### Qualifications and values

<ul style="list-style-type: none"> <li>• Can work in a constantly changing environment</li> <li>• Candidates must demonstrate good organizational skills within a CRM system to prioritize their sales to achieve and maximize their goals. Prior phone sales experience is a must.</li> <li>• Qualify and convert leads in an effort to achieve and exceed monthly revenue and sales goals</li> <li>• Professional demeanor</li> <li>• Socially engaging and good public speaking skills</li> <li>• Possess a strong work ethic with the ability to work independently.</li> <li>• Demonstrated problem resolution skills/experience.</li> <li>• A college degree with coursework in education, history, international relations, or business is a plus.</li> <li>• Travel experience, solo or with student groups is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to work under pressure and with deadlines and show assertiveness and work with a sense of urgency</li> <li>• Experience working with kids and students as camp counselor or sports activities</li> <li>• Punctuality</li> <li>• Adaptable personality</li> <li>• Decision-making, problem resolution, and creative thinking skills</li> <li>• Highly motivated with a desire to be successful</li> <li>• Ability to handle multiple tasks simultaneously</li> <li>• Must love to smile</li> <li>• This is not a senior sales position but it will offer advancement as the business grows.</li> <li>• Must hold a current and valid Passport</li> </ul>
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### Additional Information

We are an equal opportunities employer. We offer competitive salaries and a multicultural working environment.

If you are motivated by the prospect of a career in travel with a dynamic and forward-thinking company, we want to hear from you. Interested candidates should apply by submitting a resume.

**NO PHONE CALLS OR EMAIL inquiries WILL BE TAKEN**

### Compensation



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We provide generous employee benefits including provision of health and life, as well as generous paid time off policies. Salary will be commensurate with experience and qualifications.