



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/30

Reservations Supervisor -Travel Agency

Job ID	E3-FD-77-2F-D5-F0	
Web Address	https://careers.indigenous.link/viewjob?jobname=E3-FD-77-2F-D5-F0	
Company	Sunrise Travels Ltd O/a Sunrise Travels	
Location	Calgary, Alberta	
Date Posted	From: 2019-10-16	To: 2020-04-13
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$20.70 Hourly For 40 Hours Per Week	
Languages	English	

Description

Terms of Employment: Permanent Full time, Day

Number of Positions: 1

Job Location: 701, 4656 Westwinds Drive NE, Calgary, AB

Benefits: Travel discounts

Job requirements

Education: Secondary (high) school graduation certificate

Experience: 2 years

Specific Skills

Sell travel products and travel insurance; Provide customers with travel information and other details such as regulations, duty free allowances, health risks and requirements, attractions and special events; Prepare marketing materials; Investigate new travel areas, hotels and other amenities; Calculate costs, process refunds and attend to other financial transactions; Attend to cancellations and schedule changes; Perform general office duties; Co-ordinate, assign and review work; Assist clients/guests with special needs; Requisition materials and supplies; Establish work schedules and procedures and co-ordinate activities with other work units or departments; Hire and train staff in job duties, safety procedures and company policies; Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work; Provide travel information to clients regarding destinations, transportation and accommodation options and travel costs, and recommend suitable products; Make transportation and accommodation reservations using computerized reservation and ticketing system; Supervise clerical staff or other travel counsellors; Manage difficult situations with customers; Perform same duties as workers supervised.

Business Equipment and Computer Applications: Sabre; Apollo; Amadeus

Work Setting: Travel agency

Travel Bookings: Adventure travel; Leisure travel; International travel; Individual travel; Group travel; Domestic travel; Business travel

Work Conditions and Physical Capabilities: Work under pressure; Repetitive tasks; Attention to

detail; Sitting; Tight deadlines

Ability to Supervise: Staff in various areas of responsibility

Personal Suitability: Initiative; Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Client focus; Judgement; Reliability; Organized

How to Apply

By email: calgarytravels@gmail.com

By mail: #701, 4656 Westwinds Drive NE, Calgary, AB T3J 3Z5

Job Board Posting

Date Printed: 2024/04/30

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