

Job Opening

PAID INTERNSHIP.

Job Description:

We are looking for detail-oriented reservation agents to assist our customers with their booking needs. You will provide various planning and booking services, including answering customers' questions, making travel suggestions, and booking rooms and tickets.

To be successful as a Reservation Agent you must be able to work with minimal supervision and have excellent customer service skills. Additionally, you should be able to up-sell and have excellent knowledge of deals and savings available to customers.



More Information >>>
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Application Link:
<https://forms.gle/d217VajL13SmZg3p6>

Duties & Responsibilities:

- Handling all inquiries from our customers
- Provide travel information, itineraries and prices
- Make reservations for hotels, tours, transfers and tickets
- Prepare essential documents ie: bookings, itineraries, and air tickets
- Handling all amendments on current reservations
- Provide prompt and efficient customer service while promoting the company's services
- Book reservations and send out confirmation notices
- Process payments and refunds
- Handling customer complaints or concerns
- Follow-up financial aspects of the bookings (invoice, and payments)
- Other duties as may arise from time to time and as assigned by your supervisor

Qualifications & Skills:

- Diploma in any related field
- Good command of written and spoken English
- Ability to work under pressure
- Good communications skills
- Flexibility to work extra hours.
- Excellent computer skills and proficiency in excel, word and outlook.
- Excellent communication skills both verbal and written.

Application Deadline:
04th December 2023

www.fastlinksafaris.co.tz
info@fastlinksafaris.co.tz

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To Apply, [**CLICK HERE**](#)