



PROTRAVEL
INTERNATIONAL

VIP Travel Experience Specialist

Luxury Ventures Travel is a high-end full-service travel company specializing in customized and bespoke experiential travel across the globe.

Luxury Ventures Travel is looking for a **VIP Travel Experience Specialist** who will assist with enhancing our clients travel experience through their dedication to helping manage the fine details which are key to providing our discerning clients with exemplary service. This opportunity with LVT will allow you to gain valuable work experience within a professional boutique travel agency through hands-on experience.

We are an independent agency of [Protravel International](#), one of the most respected agencies in the industry and a member of [Virtuoso](#)[®], who is the travel industry's leading luxury network so are fortunate to have connections around the world that are unparalleled.

This is a full-time position to join our agency owner in Corona Del Mar, CA. Preferably candidate is in market, but for the right candidate we are open to remote position from anywhere in the U.S.

The ideal candidate will display the highest level of integrity when dealing with both preferred travel partners and clients. They will be handling multiple projects and prioritizing are essential to the success of the job.

Ideal Applicant:

- ✓ Attention to detail
- ✓ Exemplary verbal and written communication skills
- ✓ Exceptional time management and organizational skills
- ✓ Aptitude to manage many tasks and transition smoothly from one to the next in a fast-paced setting
- ✓ Tech savvy and willingness to work in a variety of digital platforms
- ✓ Ability to handle unforeseen problems when they arise and stay calm in crises
- ✓ Commitment to delivering the best client experience

Role Responsibilities:

- ✓ Administrative support
- ✓ Quality control and monitoring travel timelines
- ✓ Maintain profiles of clients and prospective travelers
- ✓ Contacting suppliers for research and quotations
- ✓ Assisting with making new bookings and securing reservations for clients



PROTRAVEL
INTERNATIONAL

Role Responsibilities Cont'd:

- ✓ Management of trip financials and invoices
- ✓ Updating and finalizing itineraries and travel documents
- ✓ Marketing support for website updates, social media content, newsletters, etc...

Compensation & Benefits:

- ✓ Flexible hours
- ✓ Competitive compensation
 - Hourly wage of \$20-\$25 per hour, dependent upon experience
 - 1099 Employee, Independent contractor position
- ✓ Referral incentives
- ✓ Travel Perks

You will have the opportunity to connect with many of the industry's top suppliers and learn A LOT!

Additional Expectations:

- ✓ A secure home office free from background noise or other distractions in order to be able to conduct phone calls and video meetings in a professional manner
- ✓ Proficient in Microsoft and Adobe

Not Required, but Advantageous:

- ✓ Well traveled
- ✓ Proficient in Sabre (GDS)

Interested in joining our team?

If you are passionate about travel and looking to gain experience within the luxury travel segment, we would love to hear from you! We require you provide us the following for consideration...

- ✓ Resume
- ✓ Cover letter
- ✓ Compensation expectations
- ✓ Favorite travel experience

Please send these details to careers@luxuryventurestravel.com.

Include **VIP Travel Experience Specialist – Your Name – Location /Where You Reside** in subject line please.

*Luxury Ventures Travel, an independent agency of Protravel International – Corona Del Mar
California Seller of Travel #2063352-40*