

## TRAVEL AGENT

### COMPANY DETAILS

**Company name:** AGENCIAS IR Y VENIR

**Web site:** <https://www.agenciasiryvenir.es/>

**e-mail :** [empleo@iryvenir.es](mailto:empleo@iryvenir.es)

**Activity:** Tour Operator

### Brief description of the company:

We are a Tour Operator and Travel Wholesaler specializing in Scandinavian countries such as Norway, Iceland, Sweden, and Finland, with products in the United States, Canada, and Asia.

With over 10 years of experience, we have representatives and delegates in all the destinations we operate, ensuring more direct and personalized customer service.

The programming by Ir y Venir meets the highest quality standards, carefully selecting hotels, restaurants, guides, collaborators, transportation, etc., to guarantee customer and operator satisfaction.

Ir y Venir offers Tour Operators and Travel Agencies circuits and excursions with Spanish, English, or bilingual guides.

At Ir y Venir, we have a team of young professionals with extensive experience in the tourism sector, eager to prepare the best experiences for our clients.

### VACANCY DETAILS

**Position:** Travel Agent

**Nº of positions:** 2

### Job description:

We are looking for proactive individuals with a drive for excellence to handle the following tasks:

- Management of airline products, including availability searches, pricing, ticketing, refunds, modifications, reissues, revalidations, requotes, queue processing, etc.
- Handling and receiving incidents from travel agencies and resolving them effectively.
- Management of package products, circuits, activities, accommodations, etc., including booking modifications and cancellations, calls to suppliers, reservation reviews, etc.
- Booking management in NDC and Amadeus GDS.
- Maintaining and complying with the company's internal policies and procedures.
- Being a team player!

### You will enjoy...

On-site work in an office in Murcia. Opportunities for personal and professional development. Training on the latest industry trends and products. Joining a young and modern company with a strong technological focus and rapid growth.

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## REQUIREMENTS

**Experience:** Experience in a Travel Agency or Tour Operator.

**Qualifications:** Degree, Diploma, or **Bachelor's in Tourism; Higher Vocational Training in Travel Agencies and Event Management.**

**Languages skills:** English B2 and Spanish B2. **Italian and Portuguese are a plus.**

**IT Skills:** Knowledge of **Amadeus and/or Galileo**. Proficiency in Excel. High level of professional office software and new technologies.

**Competencies:** Organized, proactive, empathetic, with a drive to overcome new challenges. Strong communication skills. Teamwork-oriented with commercial skills.

**Notes:** **Work permit for Spain and availability to travel.**

## WORKING CONDITIONS

**Salary:** Based on merit. Between €18,000 and €24,000 gross annually.

**Job location:** Molina de Segura (Murcia).

**Type of contract:** Permanent contract.

**Workday:** Full-time, Monday to Friday.

**Hours per week:** 40 hrs.

**Employer provides/helps with (i.e.: accomotation, interview, travel or other expenses due to change of address):** The company assists with accommodation search and relocation.

## HOW TO APPLY:

**Send your CV in Spanish or English to:** [sef-eures@carm.es](mailto:sef-eures@carm.es) with Cc [euresPToutgoing@iefp.pt](mailto:euresPToutgoing@iefp.pt)

**Subject: 2864 TRAVEL AGENT**

Alternatively, you can use the SEF Virtual Office at <https://sefocinavirtual.carm.es>, accessing with a Digital Certificate or CL@VE, to apply for this **(Offer 142025002864)** or other job offers in the Region of Murcia.

**Interviews will be conducted via video call with the company.**

## EURES TARGETED MOBILITY SCHEME

Based on certain conditions you can apply for financial support as a contribution to your costs connected to a job interview, relocation to a new country of work, language training, recognition of qualifications.

[https://eures.europa.eu/eures-services/eures-targeted-mobility-scheme\\_en](https://eures.europa.eu/eures-services/eures-targeted-mobility-scheme_en)

Contact information for EURES Advisers from all EU/EEA countries can be found on the EURES portal via [Search for EURES Advisers \(europa.eu\)](https://eures.europa.eu/eures-services/eures-targeted-mobility-scheme_en).

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