

Sales Associate for South America Tour Company

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Vaya Adventures is a small and highly focused seller of high-end custom tours to various destinations in South & Central America, including, in order of importance, Peru, Galapagos, Patagonia, Argentina, Chile, Brazil, Guatemala, Belize, and Costa Rica. We sell trips that are generally either similar to or variations on the itineraries on our website (<http://www.vayaadventures.com>). Our main office is in Berkeley, California, and we have a satellite sales office in Santiago, Chile. We are looking for someone based in Chile who will be able to join our sales team. The job would start in the first couple of months as a support role for our current salespeople in finalizing trip documents for our travelers. All of our travelers are from the U.S. and our documents are in English. The idea is that the position would evolve into a sales position once the person demonstrates sufficient knowledge of our destinations and our processes. The business is highly rewarding and fun, but demanding. There is a vast amount of information to learn about these destinations, and a rigorous attention to detail and ability to multi-task are essential. You must have travel experience to Latin America, ideally to one or more of our top destinations, in order to apply for this job. This is a great opportunity for the right candidate to get involved in a small business that has proven success and is continuing to grow. Salary will depend on experience and skills. The job would be home-based. Competitive hourly rates based on experience and skills. If you are interested, please send your resume and cover letter to Jim Lutz by email only at Jim@vayaadventures.com. You must submit a detailed cover letter explaining your interest in the job in order to be considered. Please do not just submit a resume. Thank you!

Responsibilities:

- Prepare trip documents for booked itineraries, including final itineraries and Pre-Departure Materials. Our trip documents are an extremely important part of our business, and putting them together and checking their accuracy requires great attention to detail.
- Data entry for new leads and new clients.
- General administrative work.
- Whatever other tasks need to be accomplished.

After 2-3 months of assisting with itineraries and learning our business operations, the job would evolve into a sales role, where the person would deal directly with clients via telephone and email and sell our trips. This part of the job will involve preparing itineraries for potential travelers and dealing directly with suppliers in South & Central America to organize quotes and services.

Requirements:

- Travel experience in Latin America (ideally South America)
- Excellent writing skills, for both communicating by email with clients and drafting and finalizing client proposals and final itineraries. It is essential that the candidate have strong writing skills and be comfortable communicating in grammatically correct English with potential clients.

- Excellent computer skills are essential, including full working knowledge of Word and Excel.
- Must be highly organized.
- Must be able to multi-task and handle a wide variety of responsibilities.
- Must be able to work effectively and use sound judgment with minimal supervision
- B.A. or B.S. from an accredited university.
- Strong references that can confirm experience dealing with challenging, detail oriented work.
- Passion for travel and for Latin America in general.

Highly desirable, but not necessarily required:

- Spanish language skills.
- Sales and customer service experience in the travel industry.
- Knowledge of Latin American geography and history.