



Trip manager job description

Trip Manager Duties and Responsibilities

Develop Tour Packages

One of the main duties of a Trip Manager is developing trips and itineraries for a variety of individual clients and groups. In developing itineraries, the Trip Manager selects attractions, accommodations, and transportation options that clients can then choose for visits of varying lengths and budgets. Working from home we have flexible working hours available for the right candidate.

Trip manager Skills

Trip Managers must have an excellent level of organization, the ability to understand complicated logistical information and high attention to detail. Furthermore, they also need to be able to communicate with employees, supervisors and travel agencies with professionalism, clarity and accuracy. In addition to these general skills and personal characteristics, Trip Planners should have the following skills:

Core skills:

- Outstanding interpersonal communication
- Working knowledge of the travel industry
- Ability to juggle multiple projects simultaneously
- Understanding of travel policies and regulations
- Negotiation skills
- Ability to maintain and manage vendor relationships
- Experience with coordinating travel arrangements
- Experience working in the travel industry
- Firm grasp of digital data and file management system

Trip Managers use a variety of tools to accomplish their daily goals. Trip Managers should have a solid understanding of the following:

- Recent Microsoft Office software suites
- Google suites
- Telecommunications systems
- Travel software
- Online reservation systems