

TITLE: SABRE SPECIALIST & INTERNATIONAL OPERATIONS COORDINATOR

COMPANY DESCRIPTION:

Headquartered in Austin, Texas, *Millennium Tours* is a leading tailor-made group travel provider to International destinations since 1973. In 2003, INC. magazine recognized Millennium Tours as one of the fastest-growing private company in America. We specialize in study abroad programs & MBA/EMBA trips for major universities, and Missionary trips for Churches. *Millennium Tours* is a family owned business that has built a stellar reputation and our clients know us for our unmatched track record, exceptional service and competitive pricing.

We work in a fun work environment striving to make sure every program unforgettable for our clients! All employees are travel enthusiastic who believe firmly in the service we provide, and take great pride in enriching the lives of thousands of people who travel on our unique tailored trips!

THE JOB:

The Sabre Specialist & International Operations Coordinator is responsible for negotiating & blocking space with major Airlines, ticketing, itinerary creation, booking & arranging travel services, coordinating tour logistics with suppliers / local agents throughout the world.

RESPONSIBILITIES:

- Negotiating with Airlines and adhere to airline's deposit/utilization/ticketing policies.
- Managing airline group blocks and deviations as requested by clients.
- Creating flight lists and other support documents for clients.
- Liaise with overseas suppliers regarding bookings, tour details, and pricing.
- Review feasibility of tour itineraries and confirm travel services including accommodations, ground transportation, sightseeing, guides, meals, and educational activities.
- Work closely with client's program leader to provide information and support while programs are on the road.
- Drawing up complicated travel itineraries and ensuring that all the needs of the customers are met.
- Maintains and promotes professional and courteous client relations by managing a prompt and accurate response to telephone and email communications.
- Liaise with other co-workers on all operational details of tours and provide informational support.
- Quality control of all tour services based on evaluations provided by clients and tour guides.

REQUIREMENTS

- **Proficiency on Sabre GDS system is a must**
- **Minimum of 3+ years' experience in Travel industry**
- Minimum of 3+ year's international experience
- Demonstrated professional customer service skills
- Organized, with an ability to prioritize time-sensitive assignments

- Great oral and written skills with proficiency in Microsoft Office applications, specifically Excel, Word and Outlook required.
- The ability to cope under pressure and work quickly/efficiently in a deadline-oriented environment is critical.
- Work independently in the absence of supervision and work well as part of a team.
- Study abroad and international travel experience is preferred.
- Demonstrate internet research skills for customer information.
- An enthusiastic, flexible and confident individual who would like to develop a long-term career in the travel industry.

SALARY:

Salary requirements will be discussed through the interviewing process.

The typical salary earned by an operations coordinator varies drastically depending upon prior experience coordinating international travel for groups and the range of responsibilities. In this position, you can expect to earn minimum of \$36,000 + with benefits including, travel benefits, paid time off, casual work environment, Industry travel discounts and more!

Sharon Miller

International Operations Manager

Tel: 512.345.3100

Address: 3312 Pearce Road | Austin, TX 78730

sharon@mltours.com

<https://mltours.com/>