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## **Experienced Corporate Travel Consultant\_ Washington DC**

This is not a training position. Only individuals meeting the following competencies will be considered.

### Major competencies:

- 3 years GDS experience working with business travelers to research and book domestic and international flights, hotels, cars, and other modes of transportation. Amadeus experience is preferred, but other GDS systems will be considered.

### Other competencies:

- Clear understanding of airline terminology; through fares, sector fares, code share, ticket designator, interline carrier, tour code, endorsement box, as well as other airline ticketing terms and coding.
- Experience using client travel policies, purchasing processes, and protocols to fulfill business travel needs to include strict adherence to predetermined client contract(s).
- Knowledge and expertise in creating and following Passenger Name Records (PNR's).
- Working knowledge of airline classes of service both domestic and international aircraft seating charts and seat assignment rules.
- Demonstrated maturity and judgement to include the ability to prioritize and fulfill daily requirements with minimal supervision. Effective written and oral communication skills are required.

### Benefits

- Healthcare (medical, dental, vision, LTD) benefits are available.
- Potential for remote work after orientation/training period. Ability to commute to the office for meetings, training, etc., as required by the manager.

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