

## International Group Travel Proposal Planner / Operations Coordinator

### Summary

Seminars International Inc. is currently seeking an experienced International Group Travel Proposal Planner/Operations Coordinator to join their team in Chicago, IL

### About Us

For more information about our company please visit [www.semint.com/](http://www.semint.com/)

### Job Description

To plan, design and create custom itineraries and budgets for international education, performing arts, faith-based and special interest group travel programs, then manage all logistics of the group program arrangements through to the group's return.

### Requirements

- **International travel** destination knowledge a necessity.
- Experience with group travel.
- **Detail** focus a must.
- Program management experience with ability to **handle multiple programs simultaneously**.
- Knowledge of Airline Reservation Systems preferred but not necessary.
- **Travel agency, incentive international travel** or similar experience preferred.

### Education and Experience

- Bachelor's degree (B. A.) from four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience.
- 2-4 years of recent related experience with international travel

### Job Responsibilities

#### *Proposal Program Planning:*

- Research, create and confirm custom international itineraries as outlined by sales staff and/or the group leaders.
- Obtain land and air costs based on variables such as number of participants, quality of accommodations, and inclusions.
- Prepare budgets, send formal proposals and prepare and send final contracts. Oversee final product and pricing.
- Proposal planning aspect entails extensive phone and /or email contact with partners/destination management companies (land and air) and group leaders, familiarization with different exchange rates, travel restrictions, visa requirements, and general global knowledge.

#### *Operations Coordination:*

- Operate the logistics of the program by finalizing with accuracy all group program details such as daily sightseeing, meals, hotels, cultural performances, ground transportation, budgets, etc.
- Serve as a liaison between Group Leaders, Group Participants, Airlines and Land Suppliers.
- Prepare final tour documents.
- Monitor program budget including all costs, payments and invoicing.
- Other occasional duties as needed include:  
Rotational after hours on-call duty to assist with participant issues

**Skills and Abilities**

- Proficiency in Microsoft Word and Excel.
- Excellent customer service skills.
- Detail focused.
- Excellent time management skills.
- Ability to manage multiple projects simultaneously.
- Extensive knowledge of international destinations.
- Must be able to communicate effectively, both written and oral.
- Strong analytical skills.
- Knowledge of Airline Reservations System preferred but not necessary.
- Must be able to travel with sales staff for client meetings occasionally as needed.
- Must have effective leadership skills.
- Must display professionalism and be a dedicated member of a team concept environment.
- Must be dependable and committed to reaching goals.

**Compensation and Benefits**

- Compensation is commensurate with experience.
- Benefits package available.

**Resumes with an included cover letter may be submitted to:**

**Seminars International**

**[resume@semint.com](mailto:resume@semint.com)**