

# Office Administrator

**Posted By: HARRY'S TRAVEL WORLD**

**Location: Edmonton**

**Salary: \$36.00 Per Hour**

**JOB ID : RJ5301649**

**Posting Date : 23-Jul-2025**

**Expiry date : 19-Jan-2026**

**Education : SECONDARY SCHOOL AND EQUIVALENT EXPERIENCE**

**Language : ENGLISH**

**Vacancies : 1**

**Years of Experience : 2 years**

**Job Type : Full Time**

## Job Description

- Communicating with the clients for their Travel bookings/Payment clearance.
- Managing Call Escalations & Correspondence (emails, letters, Packages etc)
- Preparing Monthly reports of productivity /Performance of team to Management & preparing Presentations/Proposals as assigned
- Briefing teams about new Circulars/ Offers/ Deals from various service providers like Airlines/Hotels.
- Booking management for the agency involves several key steps, focusing on understanding the needs of a diverse customer base, negotiating favorable terms, and ensuring smooth operations for both the travel agency and the airline.
- Analyzing which destinations are most popular with Edmonton's multicultural populations and identify the airlines that serve those routes.
- Pricing and Discounts: Negotiate pricing that aligns with our agency's budget and offers competitive rates to clients. Including group travel discounts, exclusive promotional fares and special offers.
- Setting a Payment Terms: Setting a clear payment structure with Multiple Airlines for booking flights, including deposits, final payments, and refunds, if applicable.
- Assisting company management in client account management and client communications.

Language of Work – English

Education requirement – College Diploma and/or Equivalent experience. Travel agency experience is an asset

Work Location- 9258 34a Ave NW, Unit 200-Physical presence is required

Employment type – Full Time/Permanent

Wage rate – \$36.00/hr

Location – Edmonton AB

Start date: September 01, 2025

Apply with detailed resume at the following email

[jobs.htw@hotmail.com](mailto:jobs.htw@hotmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobs.htw@hotmail.com](mailto:jobs.htw@hotmail.com)**

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