

We want you.

Flight Coordinator (German speaking)

New World Travel, Inc. (New York Office) is looking for a motivated and experienced **Flight Coordinator** with good knowledge of the German and English language. Remote work possible.

We are a successful Receptive Tour Operator, a subsidiary of DER Touristik, which is one of the largest Tour Operators in Germany. New World Travel is specializing in travel arrangements in the United States and Canada. We have extensive experience operating innovative, high-quality programs and offering a diverse and comprehensive palette of products for groups and individual travelers. You will work in an international team with people who are passionate, innovative, and high performing team players, who are enthusiastic about the Tourism industry.

New World Travel offers a comprehensive benefit structure (i.e. health insurance, 401(k) retirement plan, FSA, flex time and paid time off). If you are looking to gain experience working in the United States, we sponsor E1-Visa.

Essential Duties (not limited to):

- Monitor and handle incoming reservation requests in Amadeus GDS reservation system.
- Price offer requests (flights, transportation, hotels etc.)
- Design and customize travel and flight itineraries for corporate and leisure clients.
- Provide excellent customer service to key accounts.
- Participate in site inspections of hotels and other venues.

MUST have thorough understanding of Amadeus GDS Reservation System.

MUST be fluent in German in reading, writing, and speaking.

YOU enjoy designing and customizing travel itineraries with a strong focus on customer needs.

YOU have strong communication skills in both German and English.

YOU have excellent Microsoft Office skills.

YOU have at least 3-5 years of experience in a travel agency or in a similar field.

YOU are able to work under pressure and with very tight deadlines.

YOU are flexible and able to work independently and/or in a team setting.

Starting salary: \$45k - \$55k per year

Are you interested in this position?

Please send us your resume in English.

Contact: janine.geisel@newworldtravel.com