



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Personal Travel Manager

Location

Remote

Client

Undisclosed

Responsibilities

- Advises and arranges travel for customers (both individuals and groups)
- Conduct analysis and research on travel options, and proactively anticipate traveler's needs to sell additional services.
- Arrange and book domestic and international travels, in a variety of complexity, for air, road, rail, and accommodations.
- Use Global Distribution System Sabre and Amadeus (training will be provided)
- Ensure compliance with customers' agreed travel policy, service provider policies, and regulatory requirements.
- Use positive telephone service techniques and act on special customers' requests.
- Collaborate within your team to coach, mentor, and provide constructive feedback to improve service levels.
- Resolve customer issues quickly and independently, as well as with suppliers.

Qualifications

- Bachelor's degree in Tourism, Administration, Business, Communication, or a related field.
- Basic knowledge of Amadeus and/or Sabre programs (must have)
- Microsoft Office proficiency
- Passion for excellence in customer service, including proactive anticipation of needs.
- Professional communication (written and verbal).
- Attention to details
- Possess a strong understanding of the travel industry (background in business travel, leisure travel, or airline reservation)
- Teamwork and openness to feedback
- Impeccable personal image.
- Fluency in spoken and written English (B2 or above)

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>