



TRAVEL AGENTS (Bi-lingual English & Spanish for Mexico)

Full-time Agent positions with a dynamic organization named one of the top 150 privately held companies in the St. Louis area. Meridian Enterprises Corporation has been an innovator of incentive & loyalty programs including travel services since 1978, providing leading edge services and solutions to our clients. **These agents will work in Hazelwood, MO and service a new client with Spanish speaking customers living in Mexico.**

Our travel agents provide quality service with accurate and timely completion of travel arrangements and the sale of value added services. Agents must be self-motivated and able to work independently while performing on a team in a fast-paced environment.

QUALIFICATIONS:

- Highly professional travel agent with at least 2 years of travel agency experience.
- Strong proficiency with SABRE computer reservations system. Applicants with airline reservations system experience will be considered.
- **Bilingual English & fluent formal Spanish for Mexico is absolutely required. Excellent Spanish writing ability required.**
- Extensive leisure travel experience.
- Expansive domestic & international destination knowledge.
- Ability to use internet to effectively service customer needs.
- First class customer service skills.
- Professional phone manner with courteous diplomacy & tact.
- Excellent verbal & written communication abilities.
- Orientation for quality sales.
- Good organizational & problem solving abilities.

The Company provides competitive compensation with performance incentives and a full package of employee benefits including paid time-off, paid holidays, medical, dental, life & disability insurance plans, a 401(k) Plan and various optional benefit programs.

EOE

Submit resume with salary history to:

Dana Ellis
Director of Human Resources
danae@meridinet.com
FAX: (314) 592-3361

Mail:
Meridian Enterprises Corporation
951 Hornet Drive
Hazelwood, MO 63042