

Job Title: **TOUR DESIGNER**

Company Overview

Experience Jordan Adventures is one of the leading inbound tour operators in the Middle East, specialized in hiking, biking and experiential sightseeing tours. We believe that traveling means more than to change our physical location in the world, but that it has the power to alter perspectives and eventually even lives. We therefore strive to provide our customers with excellent service and once in a lifetime experiences – to create best holiday they ever had! At the same time, Experience Jordan Adventures is committed to a sustainable form of tourism. This means, that it is important to us that the experiences we offer help to protect and replenish the environment and create wealth and better futures for communities across Jordan.

www.experiencejordan.com

Position

The position is an office-based job, primarily in sales. Main tasks are creating, costing, and quoting new tour itineraries for customers, and interacting with customers and international outbound tour operators to manage the communication and arrangements for tours. The ideal candidate is self-driven, organized, open-minded and patient, loves to communicate with customers, has excellent attention to detail and is looking for an opportunity to develop a career within a young, exciting company.

Responsibilities:

- Communicating with customers (on the phone and in writing)
- Develop custom tours and adapt existing itineraries in response to customer enquiries
- Producing costs for customized tours
- Overseeing the booking process
- Being the primary point of contact with customers when they are in Jordan (which means being on call to deal with issues outside normal office hours!)

Competencies (Required):

- Excellent written and spoken English
- Attention to detail
- Good with numbers
- Proficient in Word and Excel
- Good customer service skills
- Working experience as an Inbound Tour Designer (for senior positions)

Competencies (Desirable):

- Good awareness of tourist sites in Jordan
- Interest in outdoors
- Tourism background
- Good spoken Arabic

Application Process

If you're interested, please send your CV and a covering letter explaining why you want the job, and why you would be suitable for it (max. 1 page) to hr@experiencejordan.com.