



## Office Administrator

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

**Posting date:** 23-Jul-2025      **Closing date:** 19-Jan-2026

**Education:** SECONDARY SCHOOL AND EQUIVALENT EXPERIERNCE

**Language:** ENGLISH

**Job location:** Edmonton

**Salary:** \$36.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3565798

Expired

### 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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