

## Travel Agent

NTU International is a leading international consulting firm providing programme management and advisory services for development projects worldwide. For almost three decades, NTU has been delivering sustainable development projects and advisory services within engineering, policy, economics, and social fields. With the expansion of international activities in events planning, logistics and communication, NTU's project pipeline and opportunities have grown significantly, therefore, we are looking for a dynamic and customer-oriented individual to join our team as a Travel Agent.

### Key Responsibilities:

- **Booking Travel Arrangements:** Reserve flights, hotels and other travel services based on the project needs.
- **Managing Reservations:** Maintain accurate records of bookings, confirmations, cancellations, and itinerary changes.
- **Resolving Issues:** Address any travel-related concerns or emergencies, such as flight delays, cancellations with efficiency and professionalism.
- **Staying Updated:** Stay informed about travel regulations.

### Qualifications and skills:

- Previous experience with AMADEUS.
- Accreditation by IATA.
- Excellent communication, negotiation, and interpersonal skills.
- Strong attention to detail and organizational abilities.
- Proficiency in using reservation and booking systems.
- Ability to work independently and as part of a team in a fast-paced environment.

### Language and skills:

- Fluency in oral and written English (at least C1 level)

### Other information:

If you are interested in this position, please send your CV under the heading “**Travel Agent**” address it to **Mrs. Vaida Cerneckyte-Larsen, e-mail. [vac@ntu.eu](mailto:vac@ntu.eu)**. Please also make sure that you include one or more telephone numbers.

**The work location is NTU's office in Aalborg, therefore it is important that an applicant has a work permission in Denmark.**

Only selected candidates will be contacted.