



# Job of the week

 <p><b>Job name</b></p>	 <p><b>Travel agent</b></p>
<p><b>?</b> What is it?</p>	<p>Travel agents book business trips and holidays for customers.</p>
<p><b>✈</b> Where do you do it?</p>	<p>You could work in a contact centre or at a store. You may need to wear a uniform.</p>
<p><b>👂</b> <b>🗣</b> Skills you need.....</p>	<p>Good listening and communication skills. Able to use a computer. Good at selling. An interest in travel.</p>
<p><b>☀</b> <b>🕒</b> <b>🏠</b> What days / hours do you work?</p>	<p>Typical hours (a week) 37 to 40 a week</p> <p>You could work evenings / weekends / bank holidays on a rota</p>
<p><b>📄</b> Useful qualifications or interests</p>	<p>You could do a Level 3 Diploma in Travel and Tourism.</p> <p>Or you could start as a trainee travel agent and receive on-the-job training from your employer. It's useful if you speak another language.</p>
<p><b>💰</b> What do you get paid?</p>	<p>Average salary (a year)</p> <p>£18,000 Starter ————— £27,000 Experienced</p>

