



Phillips Cruises & Tours, LLC is currently offering seasonal positions for:

## **RESERVATIONS & SALES AGENT (4th Avenue Anchorage Sales Office)**

Phillips Cruises & Tours, LLC operates day cruises out of Whittier, Alaska. Our Anchorage Sales Office is looking for energetic, enthusiastic and detail-oriented team players to join our reservation/sales staff.

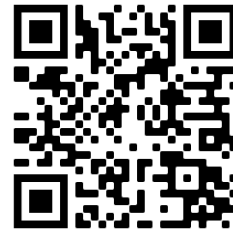
### **Job Description**

Reservation and sales agents are responsible for selling, reserving and providing accurate information for our cruises and other Alaska activities over the phone, via the internet and in-person with customers who visit our downtown Anchorage office.

Duties include:

- Selling cruises over the phone and in person
- Taking reservations
- Collection of payment for reservations
- Answering phone calls
- Replying to emails
- Solving problems in a timely manner
- Tracking and logging the source of inquiries

QR quick link to job description



### **Desired Qualifications**

- Be a self-directed team player with energy, enthusiasm and attention to detail
- Possess strong telephone, communication, and written skills
- Email etiquette skills required
- Fluent in a variety of computer programs and applications
- Able to grasp new concepts quickly and efficiently.

Candidates must be at least 17 years of age or older. We operate our season from May through October, with hiring and training beginning March through May of current year.

### **Wages & Hours**

This position is for seasonal full-time and part-time employees. Starting pay is \$15.00 an hour.

Please find Phillips Cruises & Tours, LLC job application on our website.  
Our Website is: <https://www.phillipscruises.com/resources/employment>  
Or contact [sgroves@26glaciers.com](mailto:sgroves@26glaciers.com) with resume and cover letter