



Vacation Designer

Remote Position

Knightly Tours designs customized, experience-driven vacations across Alaska, Western Canada and the Pacific Northwest. We partner closely with travel advisors to deliver thoughtful, seamless journeys grounded in deep regional expertise and high-touch service.

About the Role

As a Vacation Designer, you'll work directly with travel advisors and clients to craft exceptional vacations from first inquiry through departure readiness. This role blends consultative sales, itinerary design, and detailed booking execution — delivered with responsiveness, precision, and accountability.

Success in this role requires strong follow-through, attention to detail, and the ability to convert inquiries into confirmed bookings.

Compensation commensurate with experience.

What You'll Do

- Respond to inbound inquiries via phone, email, and web with timely, professional communication
- Design and refine customized itineraries and curated programs
- Prepare quotes and guide advisors confidently through the booking process
- Own bookings from proposal through confirmation, ensuring accuracy and seamless execution.
- Serve as the primary point of contact for assigned reservations
- Build strong relationships with travel advisors and supplier partners
- Maintain and deepen product knowledge across our destinations

What We're Looking For

- Strong written and verbal communication skills with a service-oriented, sales mindset
- Highly organized and detail-oriented, with the ability to manage multiple bookings simultaneously
- Self-motivated and comfortable working independently in a remote environment
- Accountable and proactive, with strong follow-through
- Proficiency in Microsoft Office (Outlook, Word, Excel); experience with travel reservation systems preferred
- Prior travel industry experience preferred; familiarity with Alaska travel strongly preferred

If you are interested in joining our team, please email your most recent resume and cover letter to careers@knightlytours.com.