



## **TRIP DESIGNER: GROUP TRAVEL**

**Format:** Salaried, Full Time

**Based:** Remote, preferred time zones between GMT-6 and GMT+2

**Start date:** ASAP

### **JOB SUMMARY**

The Trip Designer: Group Travel is responsible for the design, planning, pricing, and profitability of custom group travel and wellness retreat itineraries tailored to meet host requirements and expectations. The selected candidate will be a proactive team player who is able to source and synthesize travel quotes from a multitude of diverse suppliers into polished itineraries and precise budgets for our influencer hosts. Fluent professional English, both written and spoken, is required for this role. Familiarity with the US travel market and strong knowledge around North American, Caribbean, and Central American destinations preferred. Experience with HubSpot, Monday.com, Google Drive, and Slack preferred.

### **RESPONSIBILITIES**

- Meet or exceed established travel planning and profitability goals
- Efficiently design custom group travel and wellness retreat itineraries incorporating wide-ranging elements such as hotels, activities, suppliers, transportation, meals, and special guests
- Prepare detailed line-itemized trip budgets, taking ownership on the details to ensure pricing accuracy
- Manage the client experience from initial trip design through planning, to pricing and sales, ensuring profitability, client satisfaction, and retention
- In line with company process, carefully input detailed trip planning and budgeting information into Trip Logs
- Request, receive, and evaluate terms and pricing received from hotels, DMCs and Third Party suppliers to ensure quality and value
- Research new destinations for development, efficiently sourcing quality hotels, DMCs, and suppliers to tight deadlines
- Input supplier information to support in the development, and enrichment of our supplier database
- Support in sourcing the relevant destination information needed to develop clear and informative travel preparation documentation for hosts and guests alike



- Meet or exceed established DHARMA service standards and embrace company values of passion, ownership, and above & beyond.

## **SKILLS**

- 2+ years of experience in a group travel and/or wellness retreat planning role
- Self-motivated, proactive, and highly organized with the ability to manage multiple planning projects simultaneously
- Drive to hit timelines, reach set goals, and close agreements
- Solid financial management skills and experience managing budgets
- Skilled at anticipating client needs and delivering intuitive, personalized solutions
- Experienced international traveler possessing of on-the-ground knowledge of regions and countries worldwide
- Skillful destination researcher able to source quality suppliers efficiently
- Fluent professional English, both written and spoken
- Experience with HubSpot, Monday.com, Google Drive, and Slack preferred
- Sales experience preferred
- Active experience including yoga, football, biking, hiking, water sports, etc. preferred
- Candidates with foreign language skills preferred – Spanish, French and Italian
- Previous experience as a guide / tour leader in a customer-facing role preferred
- Previous event and/or festival experience preferred

## **HOW TO LEARN MORE**

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#).

## **ABOUT DHARMA**

We exist to create a world where travel isn't about the WHERE but about the WHY.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips for influential people and brands created around passion points – from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.