



Are you passionate about travel? Do you enjoy sharing your knowledge of the world's many wonders? Join the U.S.-based office of Nomadic Expeditions and you'll be on the path to a fulfilling career where you will help create lasting memories for clients.

Nomadic Expeditions is an award-winning luxury adventure tour operator. We pioneered exceptional adventures to Mongolia 25 years ago and have since expanded to most of South Asia. We are seeking an expedition specialist who would make a dynamic addition to our U.S.-based office. If you are energetic, hardworking, organized, travel-minded and have a commitment to sustainable tourism, please consider applying for this role.

Expedition Specialist Job Description

The Expedition Specialist assumes responsibility for coordinating travel programs, handling client correspondences, and bringing new ideas to the company.

Duties:

1. Handle sales inquiries from potential clients, both for retail group tours and individual trips, employing travel expertise and consultative selling skills
2. Play active role in the development of travel/product development, including programs and services
3. Manage existing clients by providing superb consultation and trip planning assistance, as well as client pre-departure customer services
4. Assist with existing relationships with partner organizations by assisting with program planning, coordination, and implementation
5. General office projects, as needed

Requirements

- 3+ years of experience in a similar role
- Highly articulate with excellent communication and customer service skills
- Energetic self-starter with excellent attention to detail
- Ability to multi-task and meet tight deadlines
- Knowledge of the destinations we feature is desirable. Currently the list includes Mongolia, Tibet, Bhutan, China and Siberia. Willingness and strong interest to learn is necessary.

Salary & Benefits

Salary is commensurate with experience and qualifications. Nomadic Expeditions is proud to offer health, dental, and 401K benefits.

Please email your cover letter and resume to Info@nomadicexpeditons.com

About [Nomadic Expeditions](#)

Nomadic Expeditions is an award-winning tour operator with offices in the United States and Ulaanbaatar. We design small group journeys and customized private trips to Mongolia, Bhutan, Siberia, Tibet, Nepal, Myanmar, Sri Lanka, and India. Our immersive journeys are intended for adventure-minded travelers who seek authentic experiences. Sustainability has been at the forefront of our operations since the very beginning and we have partnered with locals and nonprofits to protect and preserve the environment, wildlife, and indigenous cultures in the many destinations in which we operate. In addition, Nomadic Expeditions also built, owns, and operates Three Camel Lodge in Mongolia's Gobi Desert. This award-winning eco-lodge is a founding member of National Geographic Unique Lodges of the World and has been named to *Condé Nast Traveller's* Gold List.