

WE'RE HIRING!



TRAVEL PLANNER



WE ARE WELCOMING YOU TO JOIN US, IF YOU ARE:

Do you love interacting with others? Do you love to travel around even when you are working? Are you friendly?

If so, we want you to apply for our TRAVEL PLANNER position!

Job Highlights:

- Tour Leading opportunity, on-job training provided.
- Good learning opportunity.
- Birthday Leave, Sales Incentive/commission
- Yearly company overseas retreat
- Company sales reward twice a year
- Overseas work trip at least once a year
- Monthly sales call to Singapore
- Friendly working environment
- Working for Singapore company but stationed in hometown (Batam)
- Good for future career

Basic Salary: Rp4,000,000.00 - Rp6,000,000.00 + Sales Commission

Job Responsibilities:

- Strong communication and interpersonal skills
- Professional appearance and demeanour
- Ability to multitask and stay organized
- Flexible availability
- Attend to Inquiries via phone calls, walk in and emails
- Propose appropriate travel products and services in accordance with the client's requirement
- To liaise with hotels and other related supplier reservations
- Provide travel information, and assist with customer travel needs
- Ensure travel documents and invoices are processed accurately
- Ensure overall Customer satisfaction.
- Participate in travel fairs/roadshows
- Tour Leading Job assignment if needed
- Any other ad-hoc tasks that the company may assign from time to time

Job Requirements:

- Relevant experience in the Travel Industry will be an add-on point
- Fresh graduates are welcome too
- Willing to work on routine hours and shift duties on weekends
- Strong Interpersonal and Communication skills
- Self-motivated and able to work independently
- Excellent communication skills in English and Mandarin/Bahasa (For communication with overseas partners; e.g China and Indonesia)

APPLY NOW

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If you are interested in joining our team, please apply today!

We look forward to hearing from you!