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| <b>Job Title</b>    | <b>: Quotation Coordinator – Tour Itinerary Planning &amp; Costing</b> |
| <b>Reporting to</b> | <b>: Supervisor and Team Leader</b>                                    |
| <b>Location</b>     | <b>: Jalan P.Ramlee Kuala Lumpur</b>                                   |

### **Roles and Responsibilities**

- To conduct research and searching of travel / tour information (eg. Hotel, meals, guides and other services) base on the Sales information received
- To prepare and make competitive tour quotation to Sales based in Japan market. Besides Japan market, occasionally will also support South East Asia, China, and other Markets.
- Support to translate
- Dealing and communicating with Sales staff based in Japan or in South-East Asia regarding clients' needs and requirements
- Able to handle Sales department enquiries related to travelling and ticketing matter
- Able to handle Sales department enquiries in a professional manner and promptly
- Ensure Sales department enquiries are satisfied courteously and efficiently through a single point of contact.

### **Key Criteria:**

- Result-oriented with high degree of self-motivation, positive mind and team player
- Dedicated and able to work independently
- Strong accuracy skills and attention to detail
- Strong level of numerical reasoning
- Resilient and able to perform repetitive tasks
- Good analytical and logical thinking skill in problem solving
- Good interpersonal skill

### **Requirements:**

- Fresh graduate in Tourism Management/ Hotel Management/ Hospitality/ Business Administration or any related filed are welcome to apply. Training will be provided.
- Those who passionate and enthusiastic to explore career opportunity in Hotel Management & Hospitality are welcome to apply.
- Ability to read and write Chinese is essential.
- Japanese language (Read, write & speak) is a must (JLPC level N3 or above).