

Job Description for Tour Coordinator

Position:

- Job title : Tour Coordinator
- Location : Hong Kong/Jakarta/Kuala Lumpur/Taipei/Bangkok/Shanghai/Beijing/Guangzhou

Job Description:

1. responsible for tour handling in European destinations according to our customers (agents) needs/requirements
2. usage of our in-house computer system
3. communication with our other office (mainly European)
4. communicate/liaise directly with our sales team
5. communicate/liaise directly with our customers (agent)
6. communicate/liaise directly with our supplier
7. providing/suggestion suitable alternatives when requested is not available
8. monitoring of cancellation deadline and cost control

Requirements:

- Secondary school graduate with HKCEE certificate or with travel & tourism diploma;
- At least with 1-2 years of working experience in travel industry
- with background knowledge of land operator (or otherwise travel agent)
- fluent in Cantonese, English and Mandarin
- basic computer skills including Microsoft Office applications
- ability to work under pressure
- ability to work as a team as well as independently

Please email to: recruit.hkg@group-miki.com