



TOUR STAFF (TR)

PT Jatraidola Tour & Travel

Requirements:

- Minimum D3 Tourism, Age 23 – 30 Years Old.
- Experience in the same position min. 2 years
- Fluent in English – oral and written (Mandarin language will be an advantage).
- Computer literate : Ms Office.
- Must have a good knowledge of Tour (Inbound & Outbound) and Hotel (Domestic & International).
- Good Sales & Marketing skills.
- Good knowledge of meeting, incentive, conference, and exhibitions (MICE).
- Able to work in a team.
- Honest, good personality, hard worker, initiative & proactive.

Job Description:

- Deal with enquiries from clients.
- Manage requirements and booking to travel vendor (land operator, hotel, transport, etc.)
- Prepare tour quotation, itinerary and proposal for clients.
- Documents collection, and ensure its completion.
- Provide destination consultation to clients.