

Travel Consultant Trainee – Key Responsibilities and Requirements

Duties & Responsibilities

- Provide office operations and travel service related support to internal customers
- Administrate/maintain/distribute travel operations related information according to company guideline
- Accumulate travel service related knowledge & experience in order to be qualified for higher business capacity

Key behavior requirements:

- Active team player, demonstrate pro-active approach to provide assistance to colleagues and customers
- Able to handle work pressure, demonstrate good ability to provide stable and accurate service when workload vary
- Friendly attitude, demonstrate pleasant approach in communication
- Willing to learn, demonstrate an open mind set in adopting changes. Take initiative and action to seek for improvement

Qualification & Skills:

- HKCEE/HKDSE certificate holder or above
- Good command of Chinese and English, verbal and written
- Knowledge of PC usage

For application, please send CV to hr@travelux.hk