

Inbound Travel Operation Coordinator

入境部计调

Location: Beijing, China

Starting date: ASAP

ABOUT THE COMPANY:

The company is a full-range travel provider for business and leisure travellers. They offer business travel management solutions, incentive travel, corporate event organization, team building, and company outings. The company also specialize in tailor-made holidays and retreats, small group tours, and cultural immersion programs across China and beyond.

该公司是一家为商务和休闲旅行者提供全方位旅行服务的公司。该公司提供商务旅行管理解决方案、激励旅行、企业活动组织、团队建设和公司郊游。该公司还专门在中国及其他地区提供量身定制的度假、小团旅游和文化沉浸式项目。

RESPONSABILITIES:

- Responsible for booking operations for inbound tourism teams
- 负责入境旅游团队的预订操作
- Responsible for hotel, fleet, restaurant and other related matters, communicating, coordinating, and managing with drivers and tour guides
- 负责酒店、车队、餐厅等相关事宜，与司机、导游的沟通、协调、管理
- Responsible for coordinating and handling various unexpected matters that may arise during the entry team's itinerary
- 负责协调处理入境团队行程中发生的各项突发事宜
- Responsible for data entry into the company's system
- 负责公司系统数据录入

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REQUIREMENT:

- Good team spirit
- 良好的团队合作精神
- Devoted to work, responsible, enthusiastic in treating others, cautious in doing things, and with a sense of service
- 爱岗敬业、有责任心、待人热情、做事谨慎、具有服务意识
- Strong language expression ability, communication ability, and adaptability
- 具有较强的语言表达能力，沟通能力与应变能力
- Familiar with office software operations, with English/Spanish listening, speaking, reading, and writing abilities, and proficiency in other European languages is preferred
- 熟悉办公软件操作，具有英语/西语听、说、读、写能力，会其他欧洲小语种优先

APPLICATION:

Please send your resume to: **bj-hr@ccifc.org**

有意者请将简历投递至邮箱: **bj-hr@ccifc.org**

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