

MICE Project Manager

MICE 项目经理

Location: Beijing, China

Starting date: ASAP

ABOUT THE COMPANY

企业介绍

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 specializes 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。

MISSIONS

工作内容

- Responsible for communication with overseas and domestic travel agencies and tour operators regarding MICE requests.
负责跟国内外旅行社就 MICE 项目需求进行沟通
- Prepare quotations, itineraries, and reservations to hotels and land service providers.
根据客户需求设计行程，报价并负责预定。
- Operate and execute itineraries as per contract and agreed customer service levels.
根据与客户服务标准/协议中规定的设计并执行旅游行程。
- Research and development of new products, venues, and MICE related services.
调研并开发新产品，新场地或其他 MICE 项目相关的服务。
- Creating innovative programs, new idea suggestions, and competitive pricing to offer to clients together with the Business Development Manager.

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与市场开发经理一起开发创新性并有竞争力价格的项目。

- Other tasks assigned by the MD.

总裁安排的其他工作。

REQUIREMENT

任职要求

- Relevant work experience as a MICE and/or Travel Consultant. Understanding product quotations in the tourism industry and have work experience in providing relevant product quotations that meet customer needs.

具有会议会展和/或旅游顾问相关工作经验，了解旅游行业产品报价，可根据客户需求提供符合要求的相关产品报价的工作经验。

- **Fluent in English.**

英语熟练

- Excellent command of Microsoft Office software.
熟练使用 Office 办公软件。
- Able to work under pressure, service minded attitude with a sense of discretion.
具有较强的抗压能力，服务意识及判断能力。
- Strong interpersonal and negotiation skills.
拥有较强的人际关系和沟通能力。

APPLICATION

申请方式

Please send a cover letter and your CV both in Chinese and in English to

bj-hr@ccifc.org

有意者请将求职信和中英文简历发送至投递至邮箱

bj-hr@ccifc.org

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