

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。

MISSION:

- 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

Beijing

Suites 201-222, 2F, Building 81, No 4 Gongti North Road,
中国法国工商会北京办公室
北京市朝阳区工体北路4号,81号楼二层201-222室
Tel.: +86 (10) 6461 0260 - Fax: +86 (10) 6461 2990

Shanghai

2/F, Mayfair Tower, 83 Fu Min Road Shanghai
中国法国工商会上海办公室
上海市富民路83号巨富大厦2楼
Tel.: +86 (21) 61327100 - Fax: +86 (21) 61327101

South China

Room 802, Leatop Plaza, 32 Zhujiang Dong Road Guangzhou
中国法国工商会广州办公室
广州市珠江新城核心区珠江东路32号,利通广场8楼802室
Tel.: +86 (20) 2916 5510 - Fax: +86 (20) 2916 5535

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

Beijing

Suites 201-222, 2F, Building 81, No 4 Gongti North Road,
中国法国工商会北京办公室
北京市朝阳区工体北路4号,81号楼二层201-222室
Tel.: +86 (10) 6461 0260 - Fax: +86 (10) 6461 2990

Shanghai

2/F, Mayfair Tower, 83 Fu Min Road Shanghai
中国法国工商会上海办公室
上海市富民路83号巨富大厦2楼
Tel.: +86 (21) 61327100 - Fax: +86 (21) 61327101

South China

Room 802, Leatop Plaza, 32 Zhujiang Dong Road Guangzhou
中国法国工商会广州办公室
广州市珠江新城核心区珠江东路32号,利通广场8楼802室
Tel.: +86 (20) 2916 5510 - Fax: +86 (20) 2916 5535