

System Manager

系统经理

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 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。

MISSIONS

工作内容

- Provide users support, training and problem solving in regard to our commercial systems.
提供有关系统的用户支持、培训和问题解决方案
- Attend weekly meetings with HQ to discuss system pending issues and developing items
每周按时参加总部组织的系统会议，配合解决系统问题
- Coordinate with commercial teams in solving issues incurred on a day-to-day basis;
与销售团队紧密配合协调解决日常发生的问题。
- Maintenance and test system services & configurations, including upgrades.
系统服务和配置维护，测试和升级。

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- Provides direct support to the product management team to ensure products and services are accurately uploaded.
为产品团队提供直接支持，确保准确上传产品和服务。
- Ensuring that all administration systems and SOP' s are set in place and are followed through.
确保所有系统管理和标准作业程序均已建立并得到贯彻执行
- Supplier price management and benchmarking analysis
供应商价格管理和数据横向对比

REQUIREMENT

任职要求

- Good command of English (written and spoken);
优秀的英语书写和表达能力
- Excellent planning and project management skills;
出色的规划和项目管理技能
- Able to manage and maintain deliverables in a structured way;
能够有条理地管理和维护交付成果
- Hands-on approach with good developed problem-solving skills;
动手能力强，具有良好的解决问题的能力；
- Process-driven, solution-orientated personality with the capability to act/think in an organized way
以过程为驱动、以解决方案为导向的个性，能够有条不紊地行动/思考
- Excellent working knowledge of Microsoft Office applications as required;
熟练掌握所需的 Microsoft Office 应用软件
- Able to work under pressure, meet tight deadlines and work flexible hours during peak periods;
能够承受工作压力，在紧迫的期限内完成工作，并能在工作高峰期灵活安排工作时间
- Bachelor's degree or higher in programming, computer engineering, computer

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science, or a related field (preferred but not essential);

编程、计算机工程、计算机科学或相关专业本科或以上学历（优先考虑，但非必要）；

- Ideally three years' professional experience in a tourism-related role;

最好有三年旅游相关专业工作经验

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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