

ASSISTANT TO COST CONTROLLER

Available as soon as possible
Thai National only

COMPANY PROFILE

Asiajet is a leading travel agency (DMC) in South East Asia since 1993. Our head office is in Bangkok with offices in Cambodia, Myanmar, Vietnam and with very close and privileged partners in Laos and Indonesia. We like to compare ourselves to “Designers”; the reason being that we take great care and a personal interest in designing the ideal travel arrangement for each and every client.

MAIN JOB DUTIES

- Manage every costs of operation in Thailand
- Follow up and cost control of invoices for every tourist groups traveling in Thailand
- Manage the advance to the guides before and after the tour
- Report unusual cost or invoice to the Financial controller or the Finance Director
- Daily communication with suppliers
- Work closely with the Thailand Reservation department

RESPONSIBILITIES

- Work in conjunction with all department heads to ensure maximum profitability
- Maintain vendor and service provider relationships
- Analyze invoices to ensure correct products/services were received at the expected cost
- Collaborate with department heads to strategize ways to minimize waste

English level: Good level in speaking and writing.
French level: Not mandatory. Reading and speaking is a plus.
Career Level: Junior
Years of experience: 0-2
Industry: Tourism/Travel Agency
Location: Silom, Bangkok, Thailand
Salary: Negotiable
Employment type: Full Time (Five-day work week)

Please send your resume to:
xavier@asiajet.net