

## ASSISTANT TRAVEL EXPERT

**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

- To elaborate quotation (PCS)
- To contact hotels, restaurants, and other suppliers to check rates & availabilities upon travel expert request
- To record production inputs (itineraries and comments, hotel description)
- To assist travel expert to check hotel room availabilities and promotions
- To record and update supplier quotations on server

### RESPONSIBILITIES

- To follow PCS protocol and respect deadline given by travel experts to complete PCS
- To inform travel experts of hotel promotions, stop sales, supplier contracts
- Reporting to Sales Director

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](mailto:xavier@asiajet.net)