

RESERVATION OFFICER

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

- Doing the bookings with suppliers for transportation, hotels, guides, restaurants, as per Director of Operations/Reservation request
- Collect and prepare documentations to provide to each guide their job order (expenses, client’s program, hotels/restaurants/transportation booking confirmations)
- Pre-departure meeting with the guide to ensure all specific details are well transmitted
- Main support person for tour guides, when services issues occur

RESPONSIBILITIES

- To ensure full respect of the timeframe provided by the Director of Operations to do the bookings
- To maintain a high level of accuracy, in regards to reservation dates, room types, room categories and special requests from clients (floor level, dietetic)
- To maintain the best relationship with all suppliers based on a positive attitude during interactions
- Choose the best value for money for the air transportation
- Prevent financial losses when booking all services

English level: Good level in speaking and writing.
French level: Not mandatory. Reading and speaking are a plus.
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