

English / Spanish / Italian Speaking Travel Consultant

英语 / 西语 / 意大利语旅游顾问

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。

主要职责

Key Responsibilities:

1. Prepare/design travel itinerary and quotation
准备/设计旅游行程和报价
2. Develop and maintain good working relationships with customers and business partners
与顾客和生意伙伴发展并保持良好的工作关系

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3. Assist department managers in achieving work goals/plans
协助部门经理完成工作目标/计划
4. Design and execute travel itinerary according to customer service standards/agreements
按与客户服务标准/协议中规定的设计并执行旅游行程

REQUIREMENT:

任职要求

1. Good team spirit
良好的团队合作精神
2. 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
3. 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
4. Familiar with office software operations Proficient in English, Spanish or Italian (fluent in listening, speaking, reading and writing)
熟悉办公软件操作，具备以下任一语言流利听说读写能力：英语 / 西班牙语 / 意大利语

投递方式

Application:

请将中英文简历及动机信发送至

Please send your Chinese and English CV and cover letter to

Bj-hr@ccifc.org

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