

旅游产品报价经理

Tourism Product Quotation Manager

Location: Beijing, China

Starting date: ASAP

Profile: Local

主要职责 / Key Responsibilities:

- 熟悉公司各类入境旅游产品线路与资源，并能够熟练操作内部系统，独立、准确地在系统中完成产品配置、成本核算及对外报价。
Be familiar with the company's inbound tourism product lines and resources; proficient in operating internal systems to independently and accurately complete product configuration, costing, and client quotations within the system.
- 作为系统操作的经理，能够为其他销售顾问或同事解答常见的系统操作问题，提供及时有效的支持，并可能参与编写简易操作指南。
As a system operation lead, be able to answer common system operation inquiries from sales consultants or colleagues, provide timely and effective support, and may participate in drafting simplified operation guidelines.
- 在日常工作中主动发现系统或操作流程中可以改进的环节，并提出优化建议，提升团队整体工作效率。
Proactively identify areas for improvement in systems or operational processes during daily work, propose optimization suggestions, and enhance overall team efficiency.
- 与产品开发、资源采购、销售及后勤团队紧密合作，确保产品信息的准确性和报价的及时性。
Collaborate closely with product development, resource procurement, sales, and logistics teams to ensure accurate product information and timely quotations.

岗位要求 / Job Requirements:

- 具备良好的英语听说读写能力，能够用于工作沟通、邮件往来及理解产品资料。
Strong English listening, speaking, reading, and writing skills, sufficient for work communication, email correspondence, and understanding product materials.

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- 熟悉旅游行业，特别是入境旅游产品的构成与操作流程。
Familiar with the tourism industry, especially the structure and operational processes of inbound tourism products.
- 具备优秀的学习能力和自主性，能快速掌握新系统和新知识，并主动推进工作。
Excellent learning ability and self-motivation; capable of quickly mastering new systems and knowledge, and proactively driving work forward.
- 拥有出色的沟通能力和服务意识，善于团队协作与内部支持。
Outstanding communication skills and service awareness; adept at teamwork and internal support.
- 掌握西班牙语、意大利语、法语或德语中的任意一门或多门外语者将获得优先考虑。
Proficiency in one or more foreign languages (Spanish, Italian, French, or German) is preferred.
- 拥有相关旅游行业系统（如 ERP、旅游操作平台）使用经验者优先。
Prior experience with relevant tourism industry systems (e.g., ERP, tourism operation platforms) is preferred.

有意者请将求职信和中英文简历发送至投递至邮箱

Please send a cover letter and your CV both in Chinese and in English to

bj-hr@ccifc.org

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