



Job Openings in Thailand

In line with our business expansion, we are in immediate need of the following positions

Reservation Officer (4 vacancies)

Post Date: 05 Jan 11

Job Descriptions

- Process Online or Offline guest inquiry or reservation request and perform all necessary tasks relating to booking or payment.
- Report any error or system malfunction to avoid disruption of booking inflow.
- Feedback concerned parties for any useful information obtained from guests or other sources relating to rates, hotel information, product and services offered or other matters that may affect business.

Qualifications

- Preferably between 22-28 years old
- Male or Female and Thai National.
- Good command in Oral and written English.
- Good computer and typing skills.
- Bachelor's Degree in Business or Tourism related field
- Able to work long or shifting hours and under pressure.
A team player, excellent customer service skills and ability to do multiple tasks.
- Entry level but experience in Travel/Hotel Industry is an advantage.

Sales Executive – Travel Trade (2 vacancies)

Post Date: 05 Jan 11

Job Summary

- To manage, develop and maintain strong working relationship with key existing Travel Agents and Hotel/Airline industry partners requiring Travel related products in Thailand or Overseas.
- Target prospective accounts through scheduled Sales visit and Product Presentation. Assist the Sales Executive - Corporate in managing and developing Corporate accounts whenever possible or as assigned by HOD/Management.
- Perform various admin works related to Travel Trade/Corporate bookings.

Job Qualification

- Male or Female. Thai nationality. Between 23-30 years old.
- Bachelor's Degree in Business, Tourism or Hospitality related field.
- Good command in English for both written and spoken.
- Computer literacy.
- Outgoing personality, Independent and can work under minimum supervision.
- Able to work long hours and under extreme pressure and travel within Thailand.
- Knowledge of Travel/Hotel Industry is preferred.
- Experience in Group handling will be an advantage.

Marketing Coordinator (1 vacancy)

Post Date: 05 Jan 11

Job Summary

- To contract and source supplies or products in Thailand to be sold to atCrazy.com, other deal website or any sector requiring travel products.
- Ensure that the deal offered are the best in the market in order to achieve maximum sales turnover.
- To develop a wide range of travel or lifestyle products (such as: Food and Beverage Outlets, Spa, Fitness Centres, Health and Wellness, Beauty and Aesthetics) from various suppliers either direct or through 3rd party companies in order to continuously sell these products to atCrazy.com and other deal website or any sector requiring travel products.

Job Qualification

- Male or Female. Thai nationality. Between 23-30 years old.
- Bachelor's Degree in Business, Tourism or Hospitality related field.
- Good command in Spoken and written English.
- Computer literacy.
- Outgoing personality, Independent and can work under minimum supervision.
- Able to work long hours and under extreme pressure- Experience in Sales/Merchant Contracting especially in the field of F&B, Wellness and Aesthetics.

Contracting Executive (2 vacancies)

Post Date: 05 Jan 11

Job Summary

- Develop & maintain relationship with identified hotels or locations.
- Supporting team in implementing localized Contracting Plans and strategies in accordance with the Management and HQ direction.
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- Coordinate with all suppliers per destination: price, promotion, allotment and contracts related issues.
- Present new travel products to meet requirement of company.

Job Qualification

- Male or Female. Thai nationality. Between 23-30 years old.
- Bachelor's Degree in Tourism, Marketing, English related field.
- Good command in English for both written and spoken.
- Computer literacy.
- Strong experience internet searching related to tourism in Thailand online distribution channel at least 2 years.
- Strong tourism experience and product knowledge.
- Positive attitude, enthusiastic person, self learner and team work concept.
- Able to travel in upcountry.
- Problem solving to any kind of situation.
- Coordinate with other departments with positive attitude and service mind.
- Arrange multitask and able to work under pressure.

Contracting Administrator (2 vacancies)

Post Date: 05 Jan 11

Job Summary

- Update promotion and contract rate comparison.
- Update hotel status – contact persons in hotel profile for relevant process as assigned.
- Dispatch any update news from hotel to hotel webpage e.g. renovation, rebranding, closing business etc.
- Coordinate with hotels partners for relevant information and materials.
- Coordinate with other departments for contracts as assigned.

Job Qualification

- Male and/or Female age not over 25 years, Thai nationality.
- Graduate in Tourism and English Field will be advantageous.
- Good command in English for both written and spoken.
- Computer literacy.
- Experience internet searching related to tourism in Thailand – accommodation.
- Positive attitude, enthusiastic person, self learner and team work concept.

Data & Pricing Officer (1 vacancy)

Post Date: 05 Jan 11

Job Descriptions

- Encoding of rates and relevant hotel information in AT4 and the website.
- Update .html pages of promotion or editing lead-in rates whenever necessary.
- Addressing Hotel queries and support requests with the use of Extranet System.
- Prepare market info of various hotels in Thailand.

Job Qualifications

- Male and/or Female, Between 23-30 years old, Thai nationality.
- Bachelor's Degree in any business related field.
- Knowledge in Microsoft Office and Internet.
- Able to work long hours and under extreme pressure and tight deadlines.
- Highly motivated, details oriented, a team player.
- Good command of English.

Thai Translator (1 vacancy)

Post Date: 05 Jan 11

Job Summary

- Hands on document translation and to provide assistance to all project
- Translate from English into Thai / Thai into English original texts, documents, etc. and ensure that translations retain the content, meaning, and feeling of the original material.
- Proofread & edit where necessary document translated

Job Qualification

- Male or Female. Thai nationality. Between 23-30 years old.
- Bachelor Degree in related field.
- Excellent written and all communication skills both English & Thai.
- At least 2 years experiences in English Translator position.
- Highly disciplined in work and ability to meet tight deadlines.
- Computer literate: Microsoft Office.

Interested applicants please submit resume with a recent photograph

to: pat@asiatravel.com

Please state your desired position, expected salary and date of availability

Contact Address

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