



Job opportunities - Green Wood Travel - Bangkok

A new challenge for you!

Green Wood Travel Co., Ltd. is a unique 25-year-running tour-operator and mainly active with inbound tourism from the Netherlands and Belgium.

Green Wood Travel does concentrate on unusual or specialized activities in Thailand and neighbouring countries (Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines and Vietnam.)

All staff shares in the success of our company.

We are currently looking for people who have the team spirit, enthusiasm and energy needed to join our team. All positions are based at our Head Office in **Bangkok**. Applications will be treated in the strictest of confidence.

Tour Coordinator (2 positions)

To hold this position in our company, you will join the Tour Coordinating / ticketing team and will enjoy on-the-job training regarding our knowledge of tourism infrastructure (hotels, tours, transport, flight tickets.)

You will work for, and be responsible for the inbound department of our company..

Qualifications:

- Male or female (Dutch / Belgium / Thai national), min. 22 years.
- Strong written and verbal communication skills in English & Dutch.
- Bachelor's degree or higher in a relate field.
- Proficient knowledge of computer applications.
- Detailed oriented, good interpersonal and communication skill.
- Able to work independently in a team.
- Knowledge of Thailand, Cambodia, Malaysia, Laos, Myanmar, Vietnam, Indonesia and Philippines is a real advantage.

Job responsibilities: **Tour Coordinator**

- Respond to client inquiries and provide accurate and detailed information in person, via telephone, email or Social Media.
- Effectively communicate with clients to ensure consistency between the hotel / tour products offered with respect to client expectations.
- Prepare itinerary proposals, cost outlines with minimum supervision required.
- Ensure client files are completed accurately and according to the confirmed itinerary.
- Generate customer invoice/confirmation for confirmed reservations and monitor deposit and final payments for all assigned files.
- Other administrative duties as needed.

***This job description reflects management's assignment of essential functions;
it does not describe or restrict the tasks that may be assigned.***

Those with a genuine interest in joining a professional tour-operator for long-term commitment are welcomed to apply. ***We are delighted to pay a good salary and travel benefits to the right person.***

If you have an adventurous nature and are looking for an exciting future with a forward thinking tour-operator please email your cover letter and resume with a recent photo to the attention of **Mr. Ernst-Otto Smit**

