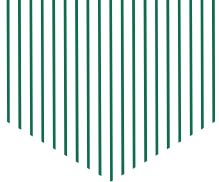




Green Wood  
travel



# Tour Coordinator

JOIN OUR TEAM!

## About Us

Green Wood Travel has been a trusted tour operator since 1992, specialising in bringing visitors from the Netherlands and Belgium to Southeast Asia (Thailand, Cambodia, Vietnam, Laos, Malaysia, Indonesia, the Philippines, and Sri Lanka).

With a focus on exceptional customer experiences, we pride ourselves on creating personalised holidays that exceed our clients' expectations.

## Job Description

We're looking for an travel-loving individual to join our team as **Sales Tour Coordinator**. In this role, you'll work with our Sales and ICT teams, receiving hands-on training in all aspects of tourism, including flights, transport, hotels, tours, and our custom operating system. You'll play a key role in managing our inbound department and helping us create unforgettable experiences for our clients.

### Responsibilities Include:

- Responding to client inquiries and providing accurate information in person, over the phone, via email, WhatsApp, or our operating platform.
- Ensuring that tickets, hotels, and tours align with client expectations through clear communication.
- Booking and issuing tickets with our suppliers efficiently.
- Creating itinerary proposals and cost outlines with minimal supervision.
- Maintaining accurate client files based on confirmed itineraries.
- Generating invoices and confirmations for reservations and monitoring payment status.
- Assisting clients during their travels and making alternative arrangements when necessary.
- Handling additional administrative tasks as needed.

## Qualifications

We are seeking enthusiastic individuals with a genuine passion for the tourism industry. The nature of this role requires you to work efficiently and diligently, both independently and as part of a team

- Excellent written and verbal communication skills in **Dutch** and **English**.
- Bachelor's degree or higher in a relevant field is preferred.
- Proficient in computer applications.
- Detail-oriented with strong problem-solving abilities.
- Effective interpersonal and communication skills.
- Knowledge of Southeast Asia and experience with the Amadeus reservation system is a significant advantage.

## How to apply

If you're interested in this role, we'd love to hear from you! We offer a competitive salary and travel benefits.

Think you might be a good fit but don't meet all the requirements? Feel free to reach out anyway—we're happy to chat!

To apply, please send your cover letter and resume to [vacature@greenwoodtravel.nl](mailto:vacature@greenwoodtravel.nl).

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