

A LEADING TRAVEL AGENT

We're hiring Tour Operations Executive

Send your CV to sltours.operations@gmail.com

Responsibilities

- PREPARE CHECK LISTS FOR EACH AND EVERY TOUR AND MONITOR THEM CLOSELY
- EFFECTIVELY HANDLE HOTEL VOUCHERS/ TRANSPORT ORDERS
- MONITOR TOUR ITINERARIES/SCHEDULES AND EFFECTIVELY COMMUNICATE WITH RELEVANT PARTIES.
- EFFECTIVELY MANAGE OPERATIONS RELATED TO INBOUND TOURS.

- Minimum 1 year of experience in the same field
- Age Below 30
- Fluency in English and Sinhala and high level of computer skills including MSOffice
- Fluency in English
- Moderate knowledge of leisure, travel products and services