



Job Description

Position Title	Officer, Travel
Department	General Administration Department
Reporting To	Assistant Manager
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to assist manager to back up travel related queries, compilation of travel related documents and follow up vendor's invoices and their payments from finance. Book ticket visa software and prepare workings for manager review.

DUTIES AND RESPONSIBILITIES

- ✓ Supporting the manager for airline reservations and ticketing function to meet standards of service
- ✓ deal with staff and student enquiries and aim to meet their expectations
- ✓ Answering queries promptly and efficiently via emails or phone calls
- ✓ Liaising with suppliers with regard to sales, contract deadlines & option dates
- ✓ To ensure Hotel reservations and logistics for the guests are timely updated in our records
- ✓ To assist student, staff and faculty foreign visa assessment
- ✓ Filing of travel related documents in individual records
- ✓ to ensure all daily tasks are completed correctly and on time
- ✓ Continuously monitor and improve work flow and practices
- ✓ Check queried supplier invoices prior to payment
- ✓ Performing other duties as may be requested by the manager

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelors
Required Experience	✓ 2-year experience in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Writing and verbal communication	High
2.	Time Management	High
3.	Computer skills	High
4.	Ability for multi-tasking	High
5.	Awareness of reservation & ticketing	Medium

Revision Date		Version	
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