



**TOUR EXECUTIVE**  
(Klang Valley)

*Responsibilities:-*

- Reporting to Tour Manager
- Build good networking with inbound and outbound tour packages
- Provide a courteous and efficient first point of contact to walk-in customers as well as telephone inquiries on company's product and other travel related inquiries.
- Familiar with hotel reservations and services
- Willingness to work hard and learn would be an additional advantage

*Requirements:-*

- Must possess at least a Diploma or Degree in Business Hospitality / Tourism / Hotel Management or its equivalent
- At least 2 years experience in the related field
- Committed with strong persistence to deliver services up to customer's satisfaction.
- A good team player, resourceful, trustworthy and self disciplined
- Preferably with knowledge of Abacus / Amadeus
- Computer literate
- Independent, creative and highly- motivated.

Remuneration will commensurate with qualifications and experience.

Interested candidates are encouraged to write in or e-mail your complete resume stating qualifications, experience, present and expected salary including a non- returnable photo before 4 July 2008 to:-

Chief Executive Officer  
TH Travel & Services Sdn Bhd  
Level 25, Menara **TH** Selborn  
153 Jalan Tun Razak  
(Attn: Human Resource Manager)

Email: [nikzuraini@thts.com.my](mailto:nikzuraini@thts.com.my)