



Pinnacle Travel Services Pte Ltd

CAREERS AT PINNACLE TRAVEL

Pinnacle Travel Services Pte Ltd has been in business since 1996. We are member of NATAS and IAGTO. Our core business is outbound focusing both individual and group travel especially custom made holiday itinerary. We also handle worldwide air-ticketing serving both retail customer and corporate client. Our professional services include golf packages, outbound holiday, cruises specialization, tourist visa agent and we are a certified travel insurance agent.

You will have about 4 colleagues working together in the office with team of 8 in the company; in office politic-free and joyful working environment. We are positive mindset people working here and our dynamic work team has strong working relationship bonding like a family. At Pinnacle Travel, it is our joy and satisfaction to serve both our external and internal customers, surpass customers' expectations and meet our external customers travel needs every day at work!

Travel Operations Support

Main Responsibilities:

- Assist in operations scope of work including make and process booking, update name list and booking list, booking status follow-up, monitor booking payment dateline, prepare exchange order, service voucher, other travel documents and pre-departure information, compile final itinerary, ensure booking reconfirmation and do operations documents filing
- Support sales team for quotation typing, generate pro-forma invoice and customer balance payment follow up
- Back up in customer service for new and existing enquiry when sales team is not available
- Do product update at least 1 destination a month including costing sheet, selling tariff, product flyer and tour itinerary
- Assist the managing director in ad-hoc task as and when needed

Experience & Skills:

- Minimum 2 years work experience in Singapore's outbound travel agency
- Advanced knowledge in MS Word, MS Excel, MS Outlook and Power Point
- Knowledge in GDS Amadeus and Athena System is preferred

Required Attributes:

- **METICULOUS TO DETAIL**, ability to multitasks and an organized person
- Positive mindset, fast learner and highly resourceful

Office Working Hours:

Monday to Friday : from 9:30am to 7:00pm

Saturday : from 9:30am to 3:00pm with Alternate Saturday off



Pinnacle Travel Services Pte Ltd

Salary & Incentive:

Entry Salary : S\$2,200 – S\$2,600

Confirmation Salary : Commensurate with your value and work performance

Some of the Benefits:

Staff's price travel, familiarization trip, perfect attendance reward, group tour leading and industrial training

Why Join Us?

- Great work will be recognized
- Contribution will be appreciated
- Higher pay with higher sales
- Politic free working environment
- Extensive learning opportunity
- Paid leave fam trip opportunity
- Evening function dinner & networking
- 1 boss reporting – the MD
- Non-family business organization
- Work-life balance priority

**keen to join our team and build your career with Pinnacle Travel?
apply now. email to hr@pinnacle-travel.com**