

## Career Opportunities

Are you passionate about promoting exotic destinations and love the travel and tourism industry? Be part of our dynamic multicultural team where we can create the most magical holidays and experience.



# SALES & RESERVATIONS - MANAGEMENT TRAINEE

We are encouraging all young and dynamic individuals to start and grow your career with us! If you meet the below criteria, are dedicated and ambitious enough to grow in your career, we have positions available in our Sri Lanka and/or Maldives Offices with guaranteed Managerial position after a 3-year contract period. Please send us your CV for interview and career orientation. We would love to hear from you.

### Yearly program / Job Scope

**1st year gain experience in customer service, reservations and operation that includes:**

- Servicing the customers at the airport.
- Make quotations for group and FIT inquiries
- Check resort room availability.
- Re-booking, follow up on booking with resorts.
- Prepare invoices and vouchers.
- Submit profit and loss report monthly.
- Communication of info to the agents and resorts.
- Provide support and assistance ensuring that all travel requirements are handled efficiently
- Maintain excellent relations with agents and resorts.

**2nd year gain experience in Sales.**

- Conduct sales call.
- Communication of info to the agents and resorts.
- Maintain excellent relations with agents and resorts.
- Organize and conduct product educational tours.
- Follow up on educational tour reports and update education tour on website other online platforms.
- Represent Viluxur Holidays at trade and consumer events and travel fairs.

**3rd year gain experience in Management.**

- Support for Management.
- Conduct and oversee trainings for new employees.
- Initiate project to develop the business.

### Requirements and Personal Qualifications:

- English and Mandarin speaking (open to all nationalities)
- With excellent communication skills
- Flexible in working hours
- Proactive, Innovative and Result Oriented
- Team player, Independent, resourceful and with positive attitude

If you think you have what it takes, please send your complete CV with a recent photo to [admin@viluxurholidays.com](mailto:admin@viluxurholidays.com)

Only shortlisted candidates will be notified.

### **Relocation plan:**

- one month training in Shenzhen office (in preparation as well for visa processing)
- three months in the Maldives
- twenty months in Sri Lanka
- after completion of initial 2 years of employment, contract will be renewed if both parties agree

Email : [admin@viluxurholidays.com](mailto:admin@viluxurholidays.com)