



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 9 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 Services Executive

You Are Good At:

- Prepare customize itinerary travel quotation for FIT, group and corporate
- Provide customer service face to face, via telephone, mobile phone and computer
- Handle flight reservation service using GDS Amadeus and online portals
- Prepare billing, EO and travel documents using Athena System
- Group tour leader service to overseas as and when needed
- Assist in operations work and special task as and when needed
- Assist to draft golf tour packages quotation for golf tour manager

You Have / You Can:

- Possess own regular customer for travel related sales and services
- Minimum 2 years relevant experience in Singapore's travel agency
- Believe you can strive to achieve 35% enquiry conversion rate
- Knowledge in GDS Amadeus and Athena software is preferred
- Passionate in serving customer, positive and possess strong sales drive
- Able to converse in Mandarin when serving Mandarin speaking customer

Office Working Hours:

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

Saturday : from 9:30am to 4:00pm with Alternate Saturday off

Salary & Commission:

Entry basic salary range from SGD1,800 to SGD2,600 per month

Commensurate with your job knowledge, travel experience and made-back confidence

Higher salary for candidate with MICE experience or Golf Tour experience



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Some of the Benefits:

Staff's price travel, familiarization trip, group leading and industrial training

Why Should You Apply?

- 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**