

JOB DESCRIPTION – PROJECT ASSISTANT (INTERNSHIP)

LOCATION: Wan Chai, Hong Kong

HOURS: 9am to 6pm, Monday to Friday (Flexible working hour)

SALARY: \$50 per hour

OVERVIEW:

TBR Global Chauffeuring has opened a project assistant internship role to recent graduates looking to get their foot on the corporate ladder and gain valuable, first hand experience of the fast-paced world of business travel.

The primary objective of the role is to provide support to the TBR team in Wan Chai, working between reservations, operations, HR, sales and events as required, as well as helping the senior management team.

This is a very exciting opportunity for a graduate interested in business management, travel and tourism, corporate travel or event management.

MAIN RESPONSIBILITIES:

- Process incoming email/phone enquiries, bookings & updates in a correct and timely manner
- Research required using available resources to find leads
- Assists in the implementation of company marketing plans as needed
- Handle team administration & perform any other duties assigned from time to time

KEY ATTRIBUTES REQUIRED:

- Good communication skills
- Excellent attention to detail
- Ability to prioritise and multitask
- A team player
- Skilled in Microsoft packages (specifically Word and Excel)
- Excellent understanding of the English language
- An interest in or experience of tourism, business travel, hospitality, event management, logistics or marketing would be advantageous

HOW TO APPLY:

To be considered for this position, please email your CV and covering letter, stating why you think you would be ideal for the role, to Internship.APAC@tbrglobal.com by 4 May 2018. Interviews will be held in May with the contract starting in June.

We look forward to hearing from you!