



TBR Global Chauffeuring has opened an operations and control coordinator 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.

JOB DESCRIPTION

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| Job Title: | Operations and Control Coordinator |
| Reporting to: | Affiliate and Control Manager |
| Direct Reports: | None |
| Overall purpose of job: | To effectively handle client's ground transportation reservations |
| Main Responsibilities: | <ul style="list-style-type: none"> • Create and amend bookings and prioritise incoming control-screen alerts at the same time • Make control calls actively to driver or supplier to ensure seamless experience for guests • Investigate incidents in which guests have experienced service level derivation • Liaise with affiliates after investigation and work out the plan for service recovery and improvement • Liaise with internal and external parties when foreseeing difficulties in current / future bookings • Make sound and fast re-arrangement in wake of emergency |
| Other Responsibilities: | <ul style="list-style-type: none"> • Pursue personal development of skills and knowledge necessary for the effective performance of the role, attend training when required • Maintain regular and professional attendance, punctuality, personal appearance |
| Knowledge/Skills Required: | <ul style="list-style-type: none"> • Must have an exceptional eye for detail • PC literate. Familiarity with the Microsoft Office Suite is essential • Excellent organisational skills and prioritising abilities • Ability to work effectively under pressure • Flawless communication • Fluency in a second language is essential |

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 8 June 2018.

We look forward to hearing from you!