

Career Expo 2019

Vacancy Information Sheet

Company:	Lotus Tours Limited
Position:	Accounts Clerk (Accounts Receivable)
Qualifications and Requirements:	1) Secondary level or above 2) LCCI Intermediate or higher level 3) 1 – 2 years relevant experience in accounting (*Fresh graduates are welcome*) 4) Good command of Chinese, English and Mandarin 5) Good computer skills – MS Office and Chinese Word processing 6) Good communications, interpersonal and customer service skills 7) Responsible, independent and detail-oriented 8) Immediate availability is highly preferred
Duties and Responsibilities:	Assist in Accounts Receivable functions; Provide data input of accounting system; Prepare daily receipt reconciliation; Perform ad-hoc assignments if required
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-21 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
How to Apply:	Email: hr-recruitment@lotusint.com.hk

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Company:	Lotus Tours Limited
Position:	Accounts Clerk (Accounts Payable)
Qualifications and Requirements:	1) Diploma or above (*Fresh graduates are welcome*) 2) LCC Level 2 or above 3) 1 year relevant experience in accounting 4) Basic computer skills - Microsoft Office and Chinese Word processing 5) Good command of Chinese, English and Mandarin 6) Good communication, interpersonal & customer service skills 7) Immediately availability is highly preferred
Duties and Responsibilities:	Handle A/C payable and refund; Perform ad hoc assignments
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-22 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
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Company:	Lotus Tours Limited
Position:	Ticketing Agent – Agency Customer Service
Qualifications and Requirements:	1) Diploma or above, preferably in Tourism Studies 2) 1 year relevant experience is highly preferable 3) Knowledge of GDS will be an advantage 4) Good computer skills 5) Good command of Chinese and English 6) Good communications, interpersonal and customer service skills 7) Able to work independently and under pressure to meet multiple deadlines
Duties and Responsibilities:	Issue tickets; Handle incoming calls; Ensure the accuracy of all tickets and documents issued
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-23 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
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Company:	Lotus Tours Limited
Position:	Invoicing Clerk - Agency Customer Service
Qualifications and Requirements:	1) Secondary level or above (*Fresh graduates are welcome*) 2) Good typing skill e.g. 30 w.p.m. (fast and accurate) 3) Basic command of English 4) Good communication, interpersonal and customer service skills
Duties and Responsibilities:	Data entry; Filing
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-24 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
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Company:	Lotus Tours Limited
Position:	Project Assistant – MICE
Qualifications and Requirements:	1) Secondary level or above (Travel & Tourism Studies is highly preferable) 2) 1 year experience in MICE operations or travel industry is preferable (*Fresh graduates are welcome*) 3) Holder of valid Tour Escort Permit issued by TIC Hong Kong 4) Good command of Chinese, English and Mandarin 5) Sound knowledge of GDS and fare ticketing
Duties and Responsibilities:	Prepare tour proposals and costing to clients; Follow up closely with clients in all aspects of project operations; Handle registrations for delegates and their individual flight and hotel reservation requests; Coordinate with vendors to ensure smooth project operations; Perform overseas or local on-site duties
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-25 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
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Company:	Lotus Tours Limited
Position:	Travel Assistant – Tariff Department
Qualifications and Requirements:	1) Secondary level or above (*Fresh graduates are welcome*) 2) Good knowledge of computer skills - Microsoft Office 3) Fast and accurate typing skills (e.g. 30 wpm) 4) Good command of Chinese and English 5) Good communication, interpersonal & customer service skills
Duties and Responsibilities:	Fare data input; Handle fare list
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-26 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
How to Apply:	Email: hr-recruitment@lotusint.com.hk

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Company:	Lotus Tours Limited
Position:	Product Assistant - Package
Qualifications and Requirements:	1) Diploma or above, preferably in tourism studies (*Fresh graduates are welcome*) 2) 1-2 years relevant experience is highly preferable 3) Knowledge of Abacus, Galileo and Photoshop will be an advantage 4) Good computer skills - Microsoft Office 5) Good command of Chinese and English
Duties and Responsibilities:	Update hotel rates and destination information; Prepare promotional flyers; Assist in internal system revamp (e.g. input data); Assist in online promotion; Handle ad hoc duties as assigned by manager
Work Location:	In Kowloon Bay now, move to Tsuen Wan in Q1 2019
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	5-day work week; 12-27 days annual Leave; Discretionary Bonus; Medical Insurance; Birthday leave; Staff discounts
How to Apply:	Email: hr-recruitment@lotusint.com.hk