



世紀旅遊 私人有限公司
SEIKI TRAVEL PTE LTD

Travel Consultant cum Admin Assistant

Responsibilities:

- Travel advisor to FITs clients
- Secretarial support to Directors
- Maintain and upkeep filing system
- Other duties as assigned from time to time

Requirements:

- Min. O Level
- Polytechnic graduates and undergraduates are welcomed too
- Ability to communicate well in English and good telephone etiquette are essential
- Service oriented
- Full time position

To apply for above position, please send in resume to – corporate@seiki.com.sg along with:

- A recent photograph
- Current and expected salary
- Reason for leaving past and present job
- Availability to start work
- Salary will commensurate with experience

We regret only shortlisted candidates will be notified.

Head Office: Tiong Bahru Plaza	Branch: IMM	Branch: Sembawang	Branch: Tampines
302 Tiong Bahru Road #04-2A Tiong Bahru Plaza Singapore 168732	2 Jurong East Street 21 #02-50 IMM Building Singapore 609601	604 Sembawang Road #03-05 Sembawang Shopping Centre Singapore 758459	20 Tampines Central 1 #01-22 Tampines MRT Station Singapore 529538
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