

We are an established Travel Agency registered at Tourist Board providing innovative travel solutions to its high end clients. There is an exciting opportunities exist with the objective of exploiting opportunities in a growing travel industry.

### **1. Tour Executive - In-bound (02 positions)**

#### **Requirements:**

- Minimum 2-3 years' experience in relevant field
- Should be computer literate
- Should be able to independently handle enquiries/operations with minimum supervision
- Able to handle high-end clientele
- Require excellent command of the English language
- Ability to work directly with foreign tour operators and be able to liaise with hotels/tourist chauffeurs/guides/transport in operational work
- Should have an excellent knowledge of the Tourism industry, costing, curating itineraries, knowledge in operations & with great communication skills
- Knowledge of a foreign language would be an advantage
- Able to achieve given targets
- Age preferably below 35 years

### **2. Operations Executive – Hotel Res & Transport (02 positions)**

#### **Additional Requirements:**

- Able to liaise with all suppliers and hoteliers (Sri Lanka / Maldives)
- Able to maintain records and assist sales and business development
- Knowledge on eTOS or any other operating system is an advantage

### **3. Assistant Accountant**

#### **Requirements:**

- Age between 30 – 45 years
- Full qualification of CIMA, CMA or CA qualification
- A bachelor's degree in Finance/Accounting/Business Administration
- Should have minimum 6 years' experience In Similar position.
- Exposure to work with Accounting packages (Quick Books will be a definite advantage)
- Be proficient in Ms word , Ms Excel , and Email communications
- Ability to work under pressure
- Ability to work as a team leader
- Working days 5 & ½ days per week ( Saturday half day )

#### **Responsibilities:**

- Preparation of Monthly Financial Reports
- Tax Filling & Financial Compliance
- Annual/Monthly Budgeting
- Provide Financial/Management information in order to facilitate the decision making process
- Overlooking and coordinating the efficient functioning of the day to day finance function of the Group
- Managing and coordinating annual financial statutory audits
- Preparing ad hoc reports as required

The selected candidates can expect an attractive remuneration package in par with industry standards. If you think that you are the right candidate, we would like to hear from you.

Forward your resume in **Word / PDF format**, along with a recent photograph to post 1 and 2 to [careers@bernardtours.com](mailto:careers@bernardtours.com) and post 3 to [accounts@bernardtours.com](mailto:accounts@bernardtours.com) or send via 'Registered Post' addressed to – Admin./HR , Bernard Tours (Pvt) Ltd, No 86-2/1, Chatham Street,Colombo 01, Sri Lanka.

