



IMMEDIATE JOB OPPORTUNITIES !!!!!!!

Planning Agents

To assist in the planning and coordination of our Team (guides and drivers) and our fleet and services.

- Minimum HSC
- Experience in Tourism and/or Planning
- Excellent analytical skills
- A good knowledge of the Island's geography and hotels locations

Planning Agents – Fleet

For follow up of the company's fleet and provide first diagnosis on any vehicle problem

- Minimum HSC
- Good knowledge of mechanics
- Valid and clean driving licence for private car, an advantage

Product Agents

To assist in the planning and coordination of our daily excursions and sales

- Minimum HSC
- Experience in Tourism and/or in a Product/Tours department

Reservations Agents

To handle with particular attention all pre-arrangements/bookings for customers' stay, and work in close collaboration with hotels and partners.

- Minimum HSC
- Experience in Tourism and/or Reservations

Accounts Clerks

To give support to our Finance department

- Minimum HSC with Accounts as Principal subject
- Experience in a similar position.
- Good numerical skills
- Knowledge of an Accounting software (SAP Business One, Sun, Oracle, Sidorax)

PREREQUISITES FOR ALL POSTS:

- ICT Literate
- Being in the Tourism Industry, selected candidates should have a flexible approach to their working hours and be able to work under pressure.
- Highly organised with good attention to details
- Enthusiastic, plenty of drive, team spirit with good communications skills
- Fluent in French and English
- Residing in the Plaines-Wilhems or Moka area

Remuneration will be commensurate with qualifications and experience.

A hand-written application, a full CV with phone number and a recent passport size photo should be sent at latest Wednesday 22 October 2008: The Manager Administrative Services (REF: SMT/10/08), SummerTimes, 5 Avenue Bernardin de St Pierre, Quatre-Bornes or by email dchsummer@summertimes.intnet.mu

October 2008.