

Contract Assistant Specialist

[Apply Now](#)

Company: JobFind.gr

Location: Rhodes

Category: other-general

Odeon Tours is looking for a full time **Contract Assistant Specialist** for its offices in **Rhodes**. We are looking for a teammate who will provide the preparation of relevant operational and statistical reports.

Απαραίτητα Προσόντα:

Have a minimum of 2 years of travel agency or hotel experience booking, contract or price

Strong written and verbal communication and English speaking

Strong organizational skills

Ability to work under pressure and deadlines

Extrovert personality

Ability to communicate efficiently with various departments

Ensure that contract updates made correctly (SPO, EB, Stop sales etc.)

Return to all requests of tour operators in a timely manner and ensure coordination

Make the necessary correspondence with hotels abroad and with partners

Keep all the data related to the products up to date in the relevant folders

Capable of problem solving, questioning, research

Analytical thinking, planning, reporting ability improved

Open to self-improvement

Able to use MS Office programs effectively in business

Be able to take responsibility for task tracking

Successful in human relations

Compatible to teamwork

Resident or able to reside in Rhodes

Παροχές:

[Apply Now](#)

Cross References and Citations:

1. [Contract Assistant Specialist TourismjobsJobs RhodesTourismjobs ↗](#)
2. [Contract Assistant Specialist MaintenancejobsJobs RhodesMaintenancejobs ↗](#)
3. [Contract Assistant Specialist Insurancejobs Jobs RhodesInsurancejobs ↗](#)
4. [Contract Assistant Specialist Beijingjobs Jobs RhodesBeijingjobs ↗](#)
5. [Contract Assistant Specialist PetsjobsJobs RhodesPetsjobs ↗](#)
6. [Contract Assistant Specialist Govcareer Jobs RhodesGovcareer ↗](#)
7. [Contract Assistant Specialist Algeriajobs Jobs RhodesAlgeriajobs ↗](#)
8. [Contract Assistant Specialist Kashmirhub Jobs RhodesKashmirhub ↗](#)
9. [Contract Assistant Specialist BuenosairesjobsJobs RhodesBuenosairesjobs ↗](#)
10. [Contract Assistant Specialist SurgeonjobsJobs RhodesSurgeonjobs ↗](#)
11. [Contract Assistant Specialist Unitedkingdomjobs Jobs RhodesUnitedkingdomjobs ↗](#)
12. [Contract Assistant Specialist Singaporejobs Jobs RhodesSingaporejobs ↗](#)
13. [Contract Assistant Specialist Teachingassistantjobs Jobs Rhodes Teachingassistantjobs ↗](#)
14. [Contract Assistant Specialist Londonjobs Jobs RhodesLondonjobs ↗](#)
15. [Contract Assistant Specialist FlightattendantjobsJobs RhodesFlightattendantjobs ↗](#)

16. **Contract Assistant Specialist Investmentbankerjobs Jobs Rhodes Investmentbankerjobs ↗**
17. **Contract Assistant Specialist Videoplatformjoblistings Jobs Rhodes Videoplatformjoblistings ↗**
18. **Contract Assistant Specialist Supplychainjobs Jobs Rhodes Supplychainjobs ↗**
19. **Contract assistant specialist Jobs Rhodes ↗**
20. **AMP Version of Contract assistant specialist ↗**
21. **Contract assistant specialist Rhodes Jobs ↗**
22. **Contract assistant specialist Jobs Rhodes ↗**
23. **Contract assistant specialist Job Search ↗**
24. **Contract assistant specialist Search ↗**
25. **Contract assistant specialist Find Jobs ↗**

Source: <https://gr.expertini.com/jobs/job/contract-assistant-specialist-rhodes-jobfind-gr-1083705c05/>

Generated on: 2024-05-01 by Expertini.Com