
International Operations Coordinator

Responsibilities:

- Quote and provide competitive Time Critical Services solution
- Day to day operational planning and coordination with agents and clients
- Coordinate and liaise with airlines, local and oversea
- Maintain accurate documentations, records and files
- Global team support and reporting

Requirements:

- Degree holder
- 1 – 2 years of working experience would be an advantage, fresh graduates are also welcomed
- Able to work under pressure and a fast paced environment
- Able to interact with different cultures
- Excellent communication skills in English, written and verbally
- Excellent skills in Microsoft Office and numerical skills
- Client service consciousness

Working Hour:

- 07:45 – 16:45 / 14:30 – 23:30 / 23:00 – 08:00
- Shift duty is required (including Sundays or Public Holidays/ Overnight Shifts)
- 6 continuous working days following with 2 rest days

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: jobs@royaleinternational.com

All information collected will be used for recruitment purposes only.