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## TRAVEL CLERK SUPERVISOR

Posted on January 27, 2024

**Business Name:** INDO CANADA TRAVEL AGENCY LTD.

**Job Location:** SURREY

**Job Expires:** 2025-05-06

**Salary:** \$29 per hour

**Hours Per Week:** 40

Salary 29.00 hourly / 40 hours per Week

Terms of employment: Permanent employment : full time

Day, Morning, Weekend

Starts : as soon as possible vacancies 1 vacancy

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:

1 year to less than 2 years

On site:

Work must be completed at the physical location. There is no option to work remotely.

Work setting:

Urban area

Travel agency

Responsibilities:

Tasks:

Perform same duties as workers supervised

Assist clients/guests with special needs

Co-ordinate, assign and review work

Hire and train staff in job duties, safety procedures and company policies

Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery

Requisition materials and supplies

Supervision:



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3-4 people

Experience and specialization:

Computer and technology knowledge

Amadeus

Additional information:

Security and safety:

Criminal record check

Work conditions and physical capabilities:

Attention to detail

Fast-paced environment

Tight deadlines

Work under pressure

Personal suitability

Client focus

Initiative

Judgement

Organized

Team player

Benefits

Other benefits:

Free parking available

Parking available

Travel insurance

