

VIETNAM – INBOUND TOUR OPERATOR

LOCATION

District 1, HCMC

DEPARTMENT

Operations

JOB TYPE

Full-Time

EXPERIENCE

1+ Year

JOB SUMMARY

Footsteps Indochina Travel is seeking an energetic and detail-oriented **Inbound Tour Operator** to join our team in District 1, Ho Chi Minh City. You will manage travel service bookings, coordinate live operations, and ensure exceptional experiences for international clients traveling across Vietnam and Southeast Asia.

KEY RESPONSIBILITIES

- **Service Booking & Procurement:** Receive tour requests and book travel services (transportation, hotels, restaurants, flights, and entrance tickets).
- **Operations Management:** Monitor live itineraries closely, stay in touch with tour guides, and resolve emerging operational issues promptly.
- **Supplier Relations:** Negotiate rates and build strong relationships with local vendors to optimize costs while ensuring top service quality.
- **Settlement & Reporting:** Perform tour cost calculations, finalize operational expenses, and complete required internal reports accurately.

BENEFITS & PERKS

- **Salary:** Competitive basic salary + monthly commission.
- **Work Support:** Modern operational software support provided.
- **Professional Growth:** Comprehensive operational training.
- **Bonuses & Leave:** 13th-month salary, holiday bonuses, and 12 days paid annual leave.
- **Company Culture:** Annual company trips (domestic/international) and inspection/fam trip opportunities.

JOB REQUIREMENTS

Education & Background

- Degree in Tourism, Hospitality, Languages, or Business.
- Min. 1 year of inbound operations experience.
- M.I.C.E or Tour Guide background is a strong plus.

Languages & Knowledge

- Fluent spoken and written English (second foreign language is preferred).
- Strong understanding of Vietnam and SEA travel destinations.

Skills & Attributes

- Proficient in MS Office & travel software.
- Strong communication and negotiation skills.
- Detail-oriented, responsible, and works well under pressure.

HOW TO APPLY

Send your updated CV in English to:

sales@footstepsindochina.com