

**Position Name**    **Operation Executive**  
**Department**     **Luxury Escapes**  
**ICS Location**    **Phuket, Thailand**

## Main responsibilities

- To be the first face that LE guests see, therefore great communication skills and a positive and happy personality are necessary
- Dealing with LE guests at the airport after having been welcomed by the airport representative
- Ensuring clients get to their vehicles as quickly and smoothly as possible
- Assisting with airport transfers to ensure they are executed without any problems
- Solving any problems on the ground that may arise
- Assisting with the planning of upcoming transfers and communicating with local suppliers
- Any other operational tasks as assigned by manager

## Job Specification/Qualification

- Minimum 3 years' experience with a tour operator
- Fluent in English
- Able to move or based in Phuket