

## Manpower Coordinator

### Responsibilities:

- Familiar in handling computer reservation system
- Possess a pleasant personality
- Make arrangements for staff(Air Ticket and hotel)
- Handling staff request and enquiries on travel related matter.
- Perform daily inbound operation, check and reply enquiries from agent.
- Responsible for full process of ticketing transaction. Compiles and records information to assemble airline tickets for transmittal or mailing to staff
- To assist with online and website updates with schedule changes
- To be responsible for preparation and submission of manpower reports

### Requirements:

- Candidate must possess at least SPM level.
- Full-Time position(s) available.