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Deny

Customize

Allow all

Sachbearbeitung mit operativer Verantwortung und Kundenbetreuung

Eintritt: ab sofort oder nach Vereinbarung | Arbeitsort:

massgeschneiderte Ferienerlebnisse für Kund:innen aus der ganzen Welt.

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übernimmst du Verantwortung in der operativen Sachbearbeitung, betreust eigene Kundenaufträge von A bis Z und sorgst gemeinsam mit

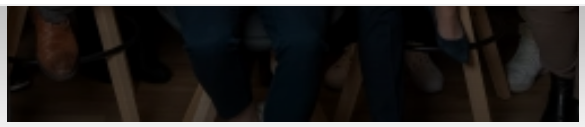
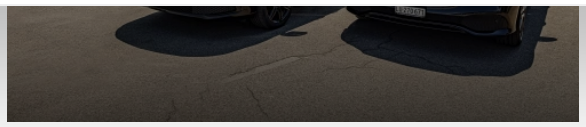
dass unsere täglichen Fahraufträge professionell vorbereitet und abgewickelt werden.

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Deine Hauptaufgaben

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- Du pflegst Kunden- und Auftragsdaten und übernimmst Telefondienst, sowie allgemeine administrative Aufgaben.
- Du unterstützt das Team im operativen Tagesgeschäft sowie bei der Vorbereitung von Events und Grossanlässen.

Dein Profil

- Du hast eine kaufmännische oder vergleichbare Ausbildung abgeschlossen. Auch direkt nach der Lehre oder mit erster Berufserfahrung bist du bei uns willkommen.

- Du verfügst über gute Deutsch- und Englischkenntnisse in Wort und Schrift, zwingend.
- Du hast Freude an der aktiven Kundenbetreuung, gehst auch telefonisch gerne auf Kunden zu, führst Follow-Ups zuverlässig durch und berätst service- und verkaufsorientiert.

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- Attraktive touristische Vergünstigungen, unter anderem Reisevergünstigungen und Freikarten von Partnerbetrieben wie Bergbahnen, Museen und Schiffsbetrieben.
- Regelmässige Team- und Firmenanlässe

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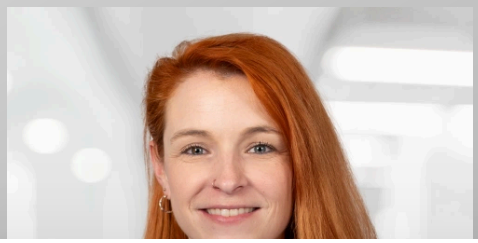
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bevorzugt per E-Mail mit Motivationsschreiben, Lebenslauf, Zeugniskopien, Verfügbarkeit, Lohnvorstellung und aktuellem Foto.

Bucher Travel Inc.
Fabienne Berger, HR & Recruiting Manager

hr@buchertravel.ch

Fabienne Berger
+41 41 418 55 92
HR & Recruiting Manager



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