

Vacancy: Operations Officer

For our sightseeing-tour company based in Belgrade, Serbia we are looking for an enthusiastic new team member. You will work in a lively environment and you will never have a boring day!

As Operations Officer of iBikeBelgrade and Yugotour your tasks will be:

- Planning and making schedules for tours and guides
- Supervision and coordination of guides
- Manage bookings and contact with clients
- Represent the company if needed
- Assist with online and offline promotion and marketing
- Act as host in case of groups of visitors

We are looking for someone who is:

- Enthusiastic and enthusing
- Excellent in planning and organizing
- A team worker
- Customer-oriented
- Able to work under pressure
- Not having a 9 to 5 mentality
- Very good in English (and preferably Serbian and a third language)

And what are we offering?

- A challenging full-time job in a fast growing company
- Ambitious, hardworking and fun colleagues
- A lot of trust, freedom and space to be creative and develop yourself
- A competitive salary

If you are interested in a position as operations officer and you recognize yourself in the description, please send your CV and letter of motivation to info@ibikebelgrade.com. Each application:

- Has to be in English
- Should have a CV with picture and date of birth
- Should have a motivation letter

For question mail to info@ibikebelgrade.com or call +381 66 900 8386

Deadline for applying: 15th March 2019