

# Vacancy Announcement Tourism & Aviation Officer (Immediate Vacancy)



## Position Summary

We are seeking a dynamic and detail-oriented Tourism & Aviation Officer to manage inbound and outbound tourism operations while supporting aviation-related services. The ideal candidate will be responsible for handling online booking platforms, coordinating travel arrangements, and ensuring smooth airline and ground operations. Strong knowledge of the international travel and aviation industry, excellent communication skills, and attention to detail are essential.

## Key Responsibilities

- Manage and maintain online booking platforms, including flight reservations, payment gateways, travel insurance, and car rentals.
- Coordinate inbound and outbound tourism operations, including hotels, airlines, and transportation providers.
- Handle aviation-related arrangements such as flight schedules, passenger coordination, and operational support.
- Provide exceptional customer service, addressing inquiries and resolving issues efficiently.
- Develop and maintain tour costing and travel packages for global destinations.
- Plan and organize travel itineraries tailored to client needs.
- Stay updated with travel and aviation technologies and industry trends.

## Requirements

- Degree or Diploma in Tourism, Hospitality, Aviation, or a related field.
- Previous experience in tourism operations, airline handling, or travel agency services.
- Strong knowledge of the travel and aviation industry (destinations, airlines, systems).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in online booking systems and MS Office applications.

## Additional Qualifications:

- Valid driving license.
- Knowledge of graphic design (Photoshop) is an added advantage.
- Ability to achieve targets and work under pressure.
- Well-groomed and professional appearance.
- Ability to work according to international standards and discipline.

## How to Apply

Please send your full Bio-data with a recent full-length photograph to:  
[hr@rgroup-intl.com](mailto:hr@rgroup-intl.com)



### Centre – Központ (Sri Lanka)

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(For Directions search for

"R Group International Rajagiriya" on Google Maps app)

Website: [www.rgroup-intl.com](http://www.rgroup-intl.com)



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