

# TRAVEL ASSISTANT

## CAREERS AT SOFTLOGIC

"Softlogic Holdings PLC, is one of Sri Lanka's most dynamic entrepreneur-led consumer driven conglomerates, with industry leadership in six business verticals – Retail, ICT, Healthcare, Financial Services, Automobiles and Leisure. The Group employs over 11,000 people in Sri Lanka and Australia and operates an asset base of over LKR190 Bn to generate an annual turnover of more than LKR 110 Bn.

Softlogic's diverse industry portfolio is a key factor to its ability to create value, providing it with the choice to make investments across a broad spectrum of businesses, wherever it perceives the opportunity to enhance sustainable returns. The Group's representations and strategic alliances with reputed global institutions and large multinational corporations confirm its unparalleled local stature."



## CANDIDATE PROFILE:

- Professional Qualification in IATA or Diploma in Airline Ticketing and Reservation.
- Minimum one year of work experience in a similar capacity with good knowledge of airline reservations and ticketing preferably using Sabre but not restricted to. However should have knowledge using other GDS systems.
- Knowledge in MS Office Package (MS Word, MS Excel, Outlook) is a must.
- Age below 30 years.
- Should possess the GCE A/L with a credit pass in Mathematics in GCE O/L.
- Good command in English language, both written and spoken.
- Organizing skills and planning day to day work in keeping with tight deadlines and setting priorities.
- Excellent interpersonal skills and a good personality.
- Ability to work under pressure and be self-motivated with a flexible attitude and must be contactable 24/7.
- Working hours are 8:30 to 17:30 hours and must be able to work extra hours with minimal supervision.
- Residence in **Colombo** preferred.

For those who are interested please forward your CV with a passport sized photograph and contact details of two non-related referees to [hr@softlogic.lk](mailto:hr@softlogic.lk)

Please indicate the position in the subject column when you are applying. An attractive remuneration package with a challenging working environment, and this is an excellent opportunity for someone who wants learn, excel and develop their career path in the travel industry.

**Softlogic Destination Management (Pvt) Ltd**  
Subsidiary of Softlogic Holdings PLC

**No.14, De Fonseka Place, Colombo 05.**  
**Website - [www.softlogic.lk](http://www.softlogic.lk)**

