

Job Circular: Join the Heart of Client Engagement at Expert Tours!

Company: Expert Tours

Location: Dhaka

Employment Type: Full-time

Position: Intern – Client Coordination, Student Counseling & Marketing Support

About Us:

Expert Tours is a dynamic, customer-focused travel agency offering exceptional travel experiences. We are seeking a passionate and well-organized intern to assist in client management and support our growing outreach initiatives, especially in the student travel segment.

Key Responsibilities

I. Client Coordination & Relationship Management

- Assist in maintaining and nurturing positive relationships with existing and prospective clients.
- Coordinate between internal teams and clients to ensure seamless communication and service delivery.
- Engage with clients both online and in-person to understand their travel needs and recommend appropriate solutions.
- Support day-to-day interactions with students and young travelers, providing clear guidance on travel packages, study tours, or educational trips.

II. Student Counseling & Support

- Assist students and young clients in understanding travel options, documentation, and booking processes.
- Guide students interested in educational or cultural tours offered by Expert Tours.
- Help design engaging travel proposals and offers suited for student groups or educational institutions.

III. Marketing & Administrative Support

- Support the implementation of marketing campaigns across social media and digital platforms.

- Assist in preparing marketing materials, including presentations, brochures, and client proposals.
- Help track inquiries and lead follow-ups as part of broader marketing and outreach efforts.
- Accompany senior team members during visits to educational institutions or client meetings.

Qualifications:

- Bachelor's degree in any field (students in final year are also encouraged to apply).
- Strong interpersonal and communication skills—both verbal and written.
- Enthusiastic, organized, and eager to engage with clients professionally.
- Familiarity with basic marketing concepts and tools (e.g., Canva, Photoshop, or digital platforms) is a plus.
- Experience in customer service, counseling, or client-facing roles is beneficial.

What We Offer:

- A competitive stipend, based on experience and qualifications.
- Real-world exposure to client coordination in the travel industry.
- Opportunity to develop marketing, counseling, and customer engagement skills.
- A supportive and growth-oriented team environment.
- Training opportunities to boost your career in travel and client services.

How to Apply:

If you're ready to grow your career in the travel industry and enjoy working with clients and students, we'd love to hear from you!

Please send your CV to **career@experttoursbd.com** with the subject line:

Paid Intern – Client Engagement & Counseling — Expert Tours BD

Application Deadline: 10 May 2025

Join Expert Tours – Your Gateway to the World!

At Expert Tours, we believe travel is more than just a destination—it's an experience. As a dynamic and customer-focused travel agency, we specialize in crafting personalized travel solutions for leisure, business, and educational purposes. With operations expanding across South Asia and Southeast Asia, we are proud to bring our expertise and passion for travel to Malaysia.

We are currently seeking a Travel Counsellor to join our growing team in Malaysia and help us deliver world-class travel experiences to our valued clients.

Position: Travel Counsellor

Location: Kuala Lumpur Malaysia

Employment Type: Full-time

Key Responsibilities

- Provide expert travel advice, itinerary planning, and booking assistance to individual and group clients.
- Offer personalized travel consultation based on client preferences, budget, and needs.
- Handle inquiries through email, phone, or in-person meetings, ensuring timely and professional responses.
- Stay updated on travel trends, visa requirements, and destination knowledge.
- Assist in resolving any travel-related issues before or during trips, ensuring a smooth customer experience.
- Collaborate with internal teams and global partners to secure best rates and offers for clients.

Requirements

- Graduate in any discipline

- Minimum 2 years of experience in the travel or customer service field
- Must be a Malaysian citizen
- Excellent communication and interpersonal skills
- Strong knowledge of travel products, destinations, and systems is preferred
- A passion for helping people explore the world!

How to Apply

Send your updated CV to experttoursmy@gmail.com

Subject Line: Application – Travel Counsellor (Malaysia)

Application Deadline: 10 may 2025