

This is Robin from Baron Travel Corporation. We are currently looking for the following positions below to join our growing family. We are located at PCCI Corporate Center, [118 L.P. Leviste Street](#), Salcedo Village, Makati.

You may send your resume to personnel@barontravel.com.ph or apply directly using our portal <https://www.barontravel.ph/careers>

RESERVATION OFFICER

Job Qualifications:

- Candidate must possess at least a Bachelor's / College Degree in Tourism or on the same field
- Knowledgeable in GDS (Abacus, Amadeus, and Galileo)
- Good oral and written communication skills
- Applicants must be willing to work in Makati City
- For immediate employment
- Fresh graduates are welcome to apply

ACCOUNTING ASSISTANT

Job Qualifications:

- Candidate must be a graduate of Accountancy, Business Administration or any related course
- With excellent oral and written communication skills
- Must be computer literate
- Must have a good planning, analytical, and leadership skills
- Willing to work in Makati City
- For immediate employment
- Fresh graduates are welcome to apply

ADMINISTRATION ASSISTANT

Job Qualifications:

- Must possess a Bachelor's Degree in Psychology, Business Administration major in Human Resources Management or equivalent
- Must have an excellent command of English both oral and written
- Must be computer literate and proficient in MS Applications – Word, Excel, Powerpoint
- Must be trustworthy, confidential, and keen on details
- Must be a team player and willing to be trained
- Must be willing to work immediately in Makati
- For immediate employment
- Fresh graduates are welcome to apply

TRAVEL SERVICE ASSOCIATE

Job Qualifications:

- Graduate of BS Tourism or on the same field
- With at least 6 months to 1-year working experience
- Knowledgeable in GDS (Abacus, Amadeus, and Galileo)
- Good oral and written communication skills
- Applicants must be willing to work in Makati City

IN-HOUSE ACCOUNT EXECUTIVE

Job Qualifications:

- Graduate of BS Tourism or on the same field
- With 1-3 years working experience in IATA accredited travel agency
- Must be knowledgeable in DGS (Galileo, Abacus, and Amadeus)
- With excellent communication skills

Regards,
Robin E. Salvador

