



Ranked among the Top 15 Largest IATA accredited Travel Agencies with decades of experience in the leisure and travel industry. Working closely with major Airlines and Star Class Hotels in giving our customers service excellence.

We are looking for self-motivated, energetic individuals to join our team of dedicated professionals as...

JUNIOR SECRETARY CUM

INTERN HUMAN RESOURCES

- Part qualification from a recognized University / Institute in HRM
- 1 - 2 years Junior Secretarial experience
- Good command of English (Both Verbal / Written)
- Age should be below 25 years
- Completed O/Ls and A/Ls
- Experience with MS Office
- Strong communication and interpersonal skills



Attractive remuneration package awaits the right candidate.

Please Email your CV with a current photograph within 7 days of this advertisements, with names and contact numbers of two non-related referees.

careers@boctravels.com

Please indicate the position you are applying for in the subject line of your email