

Travel Advisor to provide global travel support

Can you ensure smooth travel service for our employees?

Join us and become a Travel Advisor in a fast-growing, agile team located in Taipei, Taiwan. Here you'll focus on providing travel support to our company's travelers globally, supporting Asia-Pacific countries as a first priority. You'll exercise independent judgment and take action when necessary while being in accordance with company travel policy.

The position is part of the Global Travel Team in Denmark, and your line manager is also located in Denmark. You'll act as liaison between the Danish team and employees in Taiwan.

Your key tasks will be to

- know, implement and work within the overall company travel policy through daily service and booking
- book and manage flights, hotels and cars in Amadeus for all employees
- ensure travel arrangements to and within Taiwan and APAC are made with a cost-benefit analysis mindset
- stay up-to-date with company travel policy and travel pattern
- provide travel support to employees on travellersgate and Cytric online.

Furthermore, you'll make changes or cancellations for travel bookings, keeping our employees in Taiwan informed and up-to-date on travel policies and procedures and coordinating travel for multiple large corporate events. While performing these tasks, you'll exercise considerable tact, discretion and judgment.

Your competences include that you

- have multi-tasking skills as well as excellent customer service skills and phone etiquette
- have strong organizational skills and are capable of managing multiple tasks while prioritizing, ensuring accuracy, giving attention to detail, and meeting strict deadlines
- maintain a high level of confidentiality
- are efficient in Microsoft and highly productive in a self-directed work environment
- have experience with GDS such as Amadeus, Galileo, Worldspan or Sabre.

Moreover, you are fluent in English and a native speaker of Mandarin. You have experience working for a business travel agency or in-house travel department as well as from booking and changing flight and hotel reservations plus have IATA knowledge. Experience with international and domestic travel is also important.

Working at Ørsted

To be the frontrunner in the green energy transformation, we invest significantly in innovation and empower our employees to help shape the renewable energy technologies of the future. We cultivate a collaborative, dynamic and diverse work environment and encourage career-long learning and development so our people can realize their full potential.

Would you like to help shape the renewable technologies of the future?

Send your application to us as soon as possible and no later than September 7, 2018 as we'll be



conducting interviews on a continuous basis.

Please don't hesitate to contact Jane Liu, HR Manager, at twrecruitment@orsted.com if you'd like to know more about the position.

Please note that we won't accept applications by email. For your application to be reviewed, you must submit it via our online career pages.

About Ørsted

Headquartered in Denmark, Ørsted's 5,600 employees develop, construct and operate offshore wind farms, bioenergy plants and innovative waste-to-energy solutions and provide smart energy products to its customers. In Ørsted Support Functions, we support the entire Ørsted group and are key enablers in ensuring organizational success. For more information on Ørsted, visit orsted.com.