



The Dragon Trip – Job Description Operations Officer (Shanghai or Yangshuo)

The Dragon Trip is recruiting ambitious Operations Officers to join our team in either our **Shanghai** or **Yangshuo office**. We're seeking dedicated and hardworking teammates with the ability to work efficiently and independently, be ultra-organized and possess a strong attention to detail, and be truly passionate about exploring the world through travel.

As key members of our rapidly growing international team, your hard work and talent will help to ensure our exceptional range of Adventure Trips run to perfection... fulfilling our mission of "expanding minds through transformative travel experiences".

The Role:

- **International communication:** Work closely and efficiently with colleagues across our offices in Shanghai, Yangshuo (China), Ho Chi Minh City (Vietnam), and London (United Kingdom).
- **Travel Planning:** Prepare itinerary budgets, safety forms and other key information for our on-trip Adventure Leaders etc.
- **Travel Booking:** Organize our customer's travel arrangements, including; guides, accommodation, transportation etc., across China (and potentially regions throughout Asia).
- **Adventure Management:** Oversee logistics and help to implement best practices upon all our adventure tour programs.
- **and more:** Remain flexible and open to working on a wide variety of tasks and projects, continually helping us to grow our team and company.

Competencies:

- **English & Chinese:** A professional level of written and spoken English. Native Chinese speaker.
- **Attention to detail:** A careful, organized approach to work is essential for this role.
- **Tech & IT:** Ability to quickly learn/use Microsoft 365, Word & Excel, and our other travel industry related software systems.
- **Independence:** As your direct line manager may not be based in the same office location, the ability to work efficiently and independently is a must.
- **Hunger to learn:** be passionate about improving yourself and developing a career in the travel industry.



Experience:

- Previous experience in the travel industry is wonderful, but not required.
- Graduates with tourism-related degrees are encouraged, but not essential.
- You must have a love of travel! Being well travelled within China is a plus.

What we promise:

- **Responsibility:** You'll be given the opportunity to make your role as big and as valuable as you want, with the option of working from home occasionally.
- **Support:** You'll receive regular training and a progressive career ladder.
- **Opportunity:** We value quality over quantity, so you'll always have a focus on work you'll be proud of.
- **Fun team:** You'll be part of our fast-growing China team, and a truly international company with colleagues all over the world.

What we offer:

- Reporting to the Regional Operations Manager & China General Manager.
- Competitive salary: **6,000RMB - 9,600RMB per month** (dependent on office location and experience).
- Exciting travel opportunities across the region, fast paced professional development, generous vacation/personal leave allowances, and many other great benefits.

How do I apply?

- Please **send your resume** to: owen.morris@thelearningadventure.com
- Visa sponsorship is not available for this particular role, so please only apply if you are a **permanent resident in China**. Other amazing opportunities are discoverable on our career pages at thelearningadventure.com & thedragontrip.com.