

## International Travel Assistant



### About us:

Founded in 2004 in Iași, we are an industry-leading company defined by its drive to build state-of-the-art in-house products. We specialize in the research, development and implementation of software and hardware technologies for the processing of flexible materials, with a strong focus on computer aided design (CAD) and cutting room processes/computer aided manufacturing (CAM).

Gemini CAD Systems provides leading edge integrated solutions (software and hardware) dedicated to the garment, technical textile and leather industries. Gemini CAD Systems' advanced technologies automate operations in the production process from product design to cutting the materials, for more than 16000 customers across 5 continents, providing reliable technical support throughout all stages.



### The ideal candidate has:

- Bachelor's degree or higher in Economics
- Good understanding of procedures and attention to details
- Advanced knowledge of PC usage and strong English communication skills



### Job Description

- Make travel and accommodation reservations (airplane, train, car rental, hotel)
- Prepare detailed itineraries for bookings to ensure accuracy of reservations and provided confirmation for traveling parties
- Complete and collect all ticketing and booking information and transmit all paperwork to the accounting department
- Support travelling colleagues during their business trips and stays
- Stay informed of airline rules and regulations, tariffs and other industry requirements



### We offer:

- challenging projects in an industry-leading company
- flexible work hours and competitive benefits
- periodic internal events and company parties
- professional challenges in a friendly and informal environment
- private parking spaces

If you are interested, please send your CV at [hr@geminiCAD.com](mailto:hr@geminiCAD.com) & come and meet us.