



Air Ticket Officer (Domestic and International)

- **Vacancy for:** 1
- **Posted on:** Oct. 25, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Hospitality > Hospitality/ Travel/ Ticketing/ Tour
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Must have completed the Intermediate level in the related field, Bachelor degree is preferred
 - At least 3 years of experience in related field
 - International holidays company's experience preferred
 - Must have experience in booking, cancellation and refunds of airlines, hotels etc
 - Fluent in English both written and verbal
 - Knowledge of GDS Booking system
 - Proficient in MS Applications
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Job Description

- Issuance, re-issuance and re-validation of air tickets using Sabre, Galileo & Amadeus reservation systems
 - International and domestic air tickets handling
 - Handling the BSP and GDS reporting with cancellation, refund, reschedule and reissue of Air Tickets
 - international and local hotel bookings
 - International Holiday packages booking
 - Daily interaction with customers online and offline for holidays queries
 - Customer follow up and retention
 - Preparation of Daily sales report
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Applying Procedure

Apply Link : <https://merojob.com/air-ticket-officer-domestic-and-international/>

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