



Air Ticketing Officer

- **Vacancy for:** 5
- **Posted on:** July 2, 2018
- **Deadline:** July 20, 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 : Lazimpat, Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Must have completed Bachelors Degree
- Good knowledge of GDS booking system preferably Abacus
- At least 2 years' experience with any Airlines or IATA approved reputed travel agency
- Excellent Command In English and Nepali (Speaking, Reading, Writing)
- Knowledge in Airline Fare rules, BSP reconciliations, Ticket Cancellations & refunds.
- Should have the good knowledge about Budget airlines and group bookings.
- Microsoft Application Skills (Words, Excel, PPT, Internet)
- Highly Skilled in Customer Services
- Achieving Sales Target & Oriented
- Effective Teamworking Skills
- Experience in online travel portal is preferred

Interpersonal skills:

- Flexibility
 - Verbal and Nonverbal Communication
 - Negotiating skill
 - Teamwork
 - Problem solving
 - Dynamic personality
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Job Description

- Issue and re-issue revalidation air ticket using Abacus, Galileo & Amadeus reservation systems, preferably Abacus/Sabre
- Handling the Inquiries related to Domestic and International Air Ticketing.
- Carry out all follow up procedures pertaining to customer travel, i.e. reconfirmation, rescheduling and reissuing of air tickets
- Maximize sales and revenues by converting the inquiries related to domestic and international air tickets
- Handling the BSP and GDS reporting with cancellation, refund, reschedule and reissue of Air Tickets

What We Offer

- Attractive salary
- Lunch
- Commission & Bonus
- Provisional Fund

- Mobile Recharge and Sim Card

Department: Reservation

Working Days: Sunday- Friday

TO APPLY:

Interested candidates are requested to send their applications with a detailed resume at jobs@kantipurholidays.com. Telephone inquiries and posts shall not be entertained.

OR,

Applying Procedure

Apply Link : <https://merojob.com/air-ticketing-officer-7/>

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