



Correspondence and Reservation Assistant

- **Vacancy for:** 1
- **Posted on:** Dec. 3, 2018
- **Deadline:** Dec. 15, 2018, 11:55 p.m.

Basic Job Information

Job Category : Hospitality
Job Level : Entry 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 +2 or equivalent
 - Excellent written and spoken English
 - Excellent interpersonal skills
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Job Description

- Reading, interpreting, and responding to incoming correspondence from thrill seekers
 - Ensuring correct customer information is included
 - Receiving and circulating external emails to relevant departments
 - Working in conjunction with sales, resort and marketing department regarding reservation
 - Maintaining good relation and providing correct information to travel agents
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Applying Procedure

Applications will be accepted until **15th December 2018**. All the applications must be sent to us via our email address at info@thelastresort.com.np along with a cover letter.

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