



Correspondence Executive

- **Vacancy for:** 1
- **Posted on:** Nov. 2, 2018
- **Deadline:** Nov. 17, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Bachelor's degree preferably in tourism
 - Minimum 3 years' experience in related field
 - Excellent interpersonal and communication skill
 - Sound knowledge of MS Office
 - Ability to work independently and manage priorities
 - Fluency in written and spoken English
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Job Description

- Handling independent queries and corresponding with agents to meet their specific requirements
 - Researching and preparing detailed information regarding the assigned file
 - Leading and motivating the team with constructive feedback
 - reporting to the management
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Applying Procedure

Apply Link : <https://merojob.com/correspondence-executive-13/>

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