



Correspondence Executive

- **Vacancy for:** 1
- **Posted on:** Nov. 2, 2018
- **Deadline:** Nov. 18, 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 : Not Required

Other Specification

- Must have completed Bachelor's degree preferably in tourism
 - Must have 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

Salary: Salary as per company policy, negotiable based on individual's experience and merit.

Applying Procedure

Apply Link : <https://merojob.com/correspondence-executive-14/>

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