



Correspondence Executive

- **Vacancy for:** 4
- **Posted on:** Sept. 11, 2017
- **Deadline:** Oct. 18, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development
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
Professional Skill Required	: Coordination, Communication

Other Specification

- Bachelor's degree with interpersonal and communication skills
 - At least 1-2 years full experience in related sector
 - Ability to work independently & manage priorities
 - Fluency in written & spoken English
 - Good communication skills
 - Strong coordination skills
 - Knowledge of travel norms, trekking/climbing, permits rule and regulation, visa, weathers, tour and trek related formalities
 - Good knowledge of computer skill including a use of emails programs (Outlook or others, Microsoft Office (excel, word and power point etc)
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Job Description

- Handling mails
- Preparing and costing the itineraries
- Dealing with the reservation of hotels, vehicles and necessary support for trekking, our, expedition and tour
- Content writing for blog

Applying Procedure:

Interested Candidates must send complete C.V in our official mail **gntreks321@gmail** or dial us in 01-4001116 for detail information or visit our website www.greatnepaltreks.com.

OR,

Applying Procedure

Apply Link : <https://merojob.com/correspondence-executive-4/>

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