

Correspondent Officer

- **Vacancy for:** 2
- **Posted on:** Sept. 18, 2018
- **Deadline:** Sept. 30, 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 : Kathmandu and Pokhara
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Must have completed Bachelor's Degree in Hotel Management (BHM) or Bachelor of Travel and Tourism Management (BTTM)
 - Minimum one year of experience of the applied position
 - Highly motivated and result oriented
 - Must be well literate in Computer
 - Pleasing and leading personality
 - Must have good communication and interpersonal skill
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Job Description

- Answer inquiries regarding such information as schedules, procedures, and policies via calls and corresponding emails
- Assemble and issue required documentation such as tickets, travel insurance policies, and itineraries
- Perform other administrative duties, within the scope of the contract, as assigned
- Must be able to work independently and follow through to completion those duties assigned
- Confer with customers to determine their service requirements and travel preferences
- Contact customers or travel agents to advise them of travel conveyance changes or to confirm reservations
- Inform clients of essential travel information such as travel times, transportation connections, medical and other required documents
- Maintain computerized inventories of available passenger space, and provide information on space reserved or available
- Make and confirm reservations using telephones, faxes, mail, and computers

Applying Procedure:

Interested candidates are requested to send their updated resume to travelinnepal@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/correspondent-officer-5/>

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