



Corresponding Executive

- **Vacancy for:** 5
- **Posted on:** July 1, 2017
- **Deadline:** April 16, 2017, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

Work Experience:

- Minimum one or two year experience of the applied position.

Essential skills, abilities and knowledge:

- Active listening
- Good communication skills
- Time management
- Interpersonal
- Managerial and tactful
- Friendly, confident and energetic
- Professionalism on English both written and spoken
- Driving license (Preferred personal vehicles)

Performance review Period: Three months accordingly

Job Description

Reporting to - Managing Director/Director

Department - General

Purpose of the position:

- Tour operators devise, arrange, and promote holiday/treks/ tours and travel options, working with hotels, airlines and other transport companies for ground travel, in order to execute the arrangements.
- To provide the supplemental administrative supports as well within and outside organization whenever needed.

Responsibilities and duties:

The correspondence officer is responsible for:

- Corresponding of inquiries and response them accordingly as per the guidance by MD for both inbound and outbound tour/treks.
- Making arrangements of flights, insurance, accommodation, tours and activities.
- Providing general and specific advice about different travel destinations.
- Drawing up complicated travel itineraries and ensuring that all the needs of the customers are met and responsible for domestic packages.
- Writing blog/ newsletter as per required.
- Social media promotions

- Responsible for the weekly events
 - Advising the customer about travel issues including required documentation and financial matters, such as appropriate exchange rates.
 - Advising clients on travel arrangements like visas and passports.
 - Planning and advertising different promotions.
 - Using a booking system to secure holidays.
 - Dealing with payments like collecting and processing payments
 - Keeping clients up to date with any changes and making alternative arrangements for customers who have their trips interrupted by unforeseen issues.
 - Maintain coordination & good communication with guests and various departments.
 - Assist junior staffs as required.
 - Required task by MD
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Applying Procedure

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

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