



Customer Relation Officer (Female)

- **Vacancy for:** 3
- **Posted on:** Dec. 6, 2018
- **Deadline:** Dec. 20, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Lazimpat, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Should have minimum Bachelor Degree
 - Must have excellent communication skills
 - Proven ability to manage a varied workload to achieve priorities and objectives
 - Excellent Command in English and Nepali (Speaking, Reading, Writing)
 - Microsoft Application Skills (Word, Excel, PPT, Internet)
 - Highly Skilled in Customer Services
 - Should have good knowledge and skill to deal with corporate houses.
 - Effective Teamworking Skills
 - Experience on Travel Company is preferred
 - Should be flexible in the rotation system of working days
 - Freshers may apply
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Job Description

- Deliver a high-quality client service and customer retention approach to managing client relationships to enhance product sales and new client growth targets
- Handling queries of customers over the phone, through emails, or through online chat services on time with effective way
- Respond to emails and letters from customers regarding queries, in a timely manner
- Manage the professional relationship with customer
- Coordinate with the back-end Customer Care team for seeking information on the issues faced and inform the customer on same Coordinate and follow-up with other internal Departments, if required, for obtaining relevant information for resolution of queries of customers.
- Create and Manage the professional relationship with customer and corporate houses

What We Offer

- Attractive salary
- Lunch
- Commission & Bonus
- Provisional Fund
- Mobile Recharge and Sim Card
- Training and Development
- Special Instructions for applicants

TO APPLY:

Please send your applications with a detailed resume at jobs@kantipurholidays.com. Telephone inquiries and posts shall not be entertained.

OR,

Applying Procedure

Apply Link : <https://merojob.com/customer-relation-officer-female-3/>

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