



Online Travel Agencies Operations Coordinator

- **Vacancy for:** 1
- **Posted on:** Nov. 11, 2018
- **Deadline:** Nov. 18, 2018, 11:59 p.m.

Basic Job Information

Job Category : Hospitality > Hospitality/ Travel/ Ticketing/ Tour
Job Level : Mid Level
Employment Type : Full Time
Job Location : Durbarmarg, Kathmandu, Nepal
Offered Salary : NRs. 18,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years
Professional Skill Required : Operating Otas Like Booking.Com

Job Description

The OTA Operations Coordinator will oversee all Online Travel Agency (OTA) operations including connectivity, product development, content, and account management of third party connectivity relationships. This position is responsible for the planning, execution and support of our OTA connections (direct connects and third-party partners), project management of OTA initiatives, education to internal stakeholders, and operational support for all connections and community homestays.

Duties and Responsibilities:

- Oversees the strategic and operational functions for OTA operations including connectivity, content, education, support, and account management of our connectivity partners.
- Provides leadership and guidance in the development of strategies, operational efficiencies, and technology initiatives for all OTA operational activities.
- Develops OTA operational best practices for the hotels, defines objectives and metrics for success.
- Leverages our OTA connectivity partnerships to drive innovation resulting in positive positioning, revenue generation or cost reductions for community homestays.
- Defines and implements an OTA distribution strategy that generates revenue and enhances our presence on each OTA.
- Partners with IT, to develop a OTA connectivity roadmap, that keeps community homestays innovative and ahead of our competition.
- Develops and/or makes recommendations to source Third Party tools or systems that support OTA distribution needs including content and rate parity management.
- Drives and executes all implementation, support, education, and communication to ensure successful delivery of OTA operational best practices.
- Continuously investigates and measures revenue and growth opportunities, ensures community homestays stays competitive in the marketplace.
- Networks externally to seek innovation, and actively participates in the local community and professional organizations.
- Communicates and presents findings along with sound business recommendations for future growth to the CEO, Distribution and our business partners.
- Perform other job related duties as requested.

Required:

- Bachelor's degree in one of the following areas or in an equivalent technical field: Computer Information Systems or Hotel Management or equivalent education and experience.
- At least 2 years of practical experience.

- Experience with distribution systems, central reservation systems, content systems, operations, account management and customer service.
 - Experience in hospitality operations.
 - Excellent customer service skills.
 - Able to lead and mentor a team.
 - Have interpersonal skills to deal effectively with all business contacts.
 - Professional appearance and demeanor.
 - Work varied shifts, including weekends and holidays.
 - Able to effectively communicate in English, in both written and oral forms.
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Applying Procedure

Apply Link : <https://merojob.com/online-travel-agencies-operations-coordinator/>

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