

Operation Manager

- **Vacancy for:** 1
- **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 / Pokhara
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Must have completed Bachelor's Degree in Hotel Management (BHM) or Bachelor of Travel and Tourism Management (BTTM)
 - Must have proven experience as an operation manager
 - Must have knowledge of international travel regulations, customs and currencies
 - Must have knowledge of T&E reporting and processing
 - Working knowledge of MS Office and CTM/GDS solutions
 - Must have excellent communication (oral and written) and negotiation skills
 - Must be well-organized and reliable
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Job Description

- Develop strategic policies and programs for corporate travel
- Handle and oversee all travel arrangements (air, lodgings etc.) and operations
- Manage relationships with travel agencies and vendors
- Negotiate contracts or rates with travel service providers
- Provide advise on travel documents, insurance, import/export regulations etc.
- Handle credit card programs and charges
- Process T&E reports and handle reimbursements
- Ensure compliance in all aspects of travel procedures
- Drive continuous improvement of travel programs

Applying Procedure:

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

OR,

Applying Procedure

Apply Link : <https://merojob.com/operation-manager-66/>

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