



Operation Manager (Male)

- **Vacancy for:** 1
- **Posted on:** Oct. 25, 2018
- **Deadline:** Nov. 26, 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	: Lazimpat, Kathmandu
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Fluency in English and any other foreign languages preferred
- Prior tour and trekking office management experience
- Self starter, detail-oriented and motivated
- Outgoing and pleasing personality
- Exhibit the highest level of customer service and maintain respectful relations with the guests
- Passionate, hardworking and flexible to irregular work schedule

Job Description

- Tour Manager for Inbound and Outbound Tours
- Tour management, operation and guest relations
- Tour itinerary development, costing and quotation
- Reservation of the hotels, guides, transport or other services as per the itinerary
- Reconfirmation of the flight ticket, ground transportations and other services prior to guest's arrival
- Respond positively and promptly to the guest's requests
- Handle the customer service issues and complaints positively
- Receive the guests at the airport, transfer to the hotel and brief the guests about the program and services
- Contact guests while they are on the tour and make sure everything is in order
- On completion of the tour, meet the guests and collect feedback and transfer to the airport
- Prepare the tour report and submit to the General Manager
- Other tasks as per the direction and instructions of the General Manager

Applying Procedure:

Interested candidates are requested to send their updated resume to info@libertyholidays.com

OR,

Applying Procedure

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

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