



Outbound Tour Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2018
- **Deadline:** July 16, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Pulchowk, Lalitpur
Offered Salary	: Negotiable

Job Specification

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

Job Description

The tour manager is a full time position. The Ideal candidate will have an understanding of sales, marketing and customer service in tourism industry. We are looking for an enthusiastic individual who has a drive to succeed in sales and a passion for knowledge of the continent in which we operate.

Independent and Team Work:

- Candidate must be comfortable working independently and with a team
- Candidate must be a self-starter and well organized

Key Responsibilities & Qualifications:

- Manage and Supervise Tour Department
- Effectively handle FIT, GIT & Corporate Sales
- Develop the tour sales strategies for the company
- Planning and developing tour product, schemes and programs
- To convert every genuine single query to sale to maximize the revenue and profit
- To ensure the product sold and supporting information provided to the customer to the highest standard
- Responding to customer inquiries via telephone, email, and Facebook and assist them booking their holiday package
- Identifying the need for the customer, building an instant rapport, offering advice to support their requirement
- Liaising with suppliers to gather required information and holiday package
- Make outbound calls to customer to follow up on queries
- To up-sell and cross-sell additional travel product and services to maximize the opportunities
- To demonstrate total commitment to customer service and to ensure all the customers returns home having had a holiday which exceeds their expectations

Other Requirement:

- 3 years experience in manager level in outbound tours and sales.
- Strong communication skills in English & Nepali.
- Well versed in Microsoft Office, Email and Internet.
- Knowledge of worldwide travel destinations and geography.
- Customer service and selling skill
- Result oriented
- Strong organizational and time management skill
- Will be able to prioritize and multi-task
- Will have the ability to built rapport with the customer
- Must be able to work in any other areas within the company as required

- Should be able to handle Outbound travel operations independently
- Should possess a vehicle (two wheelers) including driving license

Applying Procedure

Apply Link : <https://merojob.com/outbound-tour-manager-7/>

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