

## **Reservation Officer**

- **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

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### **Job Specification**

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

### **Other Specification**

- Must have completed Bachelor's Degree in Hotel Management (BHM) or Bachelor of Travel and Tourism Management (BTTM)
  - Preference would be given to the candidates having prior experience in Travel & Tourism industry
  - Must have excellent communication skills, both verbal and written
  - Must have the ability to work in a high pressured environment
  - Highly organised with the ability to prioritise and multitask
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### **Job Description**

- To deal efficiently and politely with all telephone, email, internet and 'in person' enquiries
- To ensure that all reservations are recorded following established procedures with full and clear information and that they are inputted accurately and promptly onto the system
- To maximize revenue by converting enquiries, recognising business prospects and opportunities to upsell venue services

### **Applying Procedure:**

Interested candidates are requested to send there updated resume to [travelinnepal@gmail.com](mailto:travelinnepal@gmail.com)

**OR,**

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### **Applying Procedure**

Apply Link : <https://merojob.com/reservation-officer-20/>

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