



Reservation Officer and Sales Coordinator

- **Vacancy for:** 1
- **Posted on:** Sept. 14, 2018
- **Deadline:** Sept. 21, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Hospitality
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Thamel, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- University degree or equivalent in Tourism / Business
- Minimum 2 years in tourism industry
- Able to communicate effectively in English, verbally and written
- Knowledge of OTA to manage allotment, rate parity, room block and stop sales and to ensure all process being carried out properly
- Strong interpersonal and communication skills
- Able to work under pressure and is a team player
- Organized to meet tight deadlines
- Strong decision making skills and effective at problem solving
- A "Can Do" attitude and positive thinking, includes creative thinking
- Female candidates aged 25-30 years old

Job Description

- Manage allotment, rate parity, room block and stop sales and to ensure all process being carried out properly
- Check all request each day by e-mail
- Converse with customers/agents via emails to determine destination, mode of transportation, travel dates, financial considerations and accommodations required
- Preparation of documents such as group quotation, vouchers, itineraries, credit card information, etc
- Make booking reservation to the customer, contact suppliers for hotel bookings quickly and efficiently
- Willingness to solve customer problems and follow up after-sales service.
- Drive up selling program
- Handling inquiries and customer requirements
- Checking all booking to ensure accuracy
- Investigates and handles no show reservations
- Ensure all payment requirements have been followed up accurately

Note: Only experienced female candidates with minimum 2 yrs experience in tourism industry are encouraged to apply. Irrelevant candidates won't be entertained for the shortlisting and interview process.

Applying Procedure

Apply Link : <https://merojob.com/reservation-officer-and-sales-coordinator/>

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