



## 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

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### 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
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### 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.**

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### Applying Procedure

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

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