



Ticketing Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 17, 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
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Must have minimum 3 years of experience in the ticketing sector and deal with NGO and corporate houses
 - Expert to use GDS (Amadeus, Abacus and Galileo) any two
 - Must have excellent English language ability
 - Must have excellent in using Microsoft office products
 - Must have excellent Public Relation skills
 - Must have outstanding presentation skill and outgoing personality
 - Must have an excellent relationship with Airlines
 - Ability to work in a team and supervise the junior staffs
 - Must be a motorcycle license holder
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Job Description

- Issue and re-issue revalidation air ticket using Abacus, Galileo & Amadeus reservation systems, preferably Abacus/Sabre
 - Handling the Inquiries related to Domestic and International Air Ticketing.
 - Carry out all follow up procedures pertaining to customer travel, i.e. reconfirmation, rescheduling and reissuing of air tickets
 - Maximize sales and revenues by converting the inquiries related to domestic and international air tickets
 - Handling the BSP and GDS reporting with cancellation, refund, reschedule and reissue of Air Tickets
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Applying Procedure

Apply Link : <https://merojob.com/ticketing-officer-134/>

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