



Ticketing Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 10, 2016, midnight

Basic Job Information

Job Category : Hospitality
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- Minimum 2-4 years of continuous experience in an IATA aggregated company.
- Should be perfect in using Amadeus, Abacus and Galileo.

Essential skills, abilities and knowledge:

- Active listening
 - Good communication skills
 - Time management
 - Interpersonal
 - Managerial and tactful
 - Able to work in pressure
 - Friendly and confident and energetic
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Job Description

Reporting to - Managing Director

Department - General

Purpose of the position:

- All the activities related to international and domestic air ticketing. To provide the supplemental administrative supports as well within and outside the organization whenever needed.
- Responsibilities and duties;
- The tour/trekking operator officer is responsible for:
- Corresponding with ticketing inquiries, pricing as per the rules of company and responding to them accordingly as per the guidance by MD
- Motivating and controlling the assistant staffs with plans and assignments.
- Making arrangements for flights (In bond & out bond).
- Providing general and specific advice about different travel destinations.
- Advising the customer about travel issues including required documentation and financial matters, such as appropriate exchange rates.
- Advising clients on travel arrangements like visas, passports and other necessary legal documents.
- Using a booking system to secure holidays.
- Assisting Accountant for dealing with payments like collecting and processing payments
- Sending out tickets and itineraries to the clients.
- Keeping clients up to date with any changes and making alternative arrangements for customers who have their trips interrupted by unforeseen issues.
- Maintain coordination & good communication with guests and various departments regarding ticketing.
- Collecting the progress report and presenting to MD before and after the completion of every program.

- Providing trainings and necessary classes to the co-workers regarding the specific jobs.
 - Developing different public relationship with various corporate houses and individuals.
 - Studying the current trend of competitors.
 - Performing report preparation for IATA purpose and dealing with all activities related to IATA.
 - All jobs prescribed by the Managing director.
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Applying Procedure

Apply Link : <https://merojob.com/ticketing-officer-17/>

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