



Airlines Ticketing Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 9, 2017
- **Deadline:** Nov. 9, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Hospitality
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Lalitpur, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Knowledge Of Various Gds Software Like Amadeus

Other Specification

- Minimum Graduate in any discipline
 - Should be between the age of 20 - 30 years
 - Should be well versed in English and Nepali languages
 - Should possess strong sense of work ethics
 - Smart with good attitude and zeal to succeed and grow within the company
 - Should have good skills in using MS Office
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Job Description

- Assisting in making reservations, bookings and advise customers on reservation status
 - Make and receive calls and forward to the concerned departments
 - Maintain records of visitors and clients and follow up in regular pace
 - Assist administration on daily routine works
 - Talk to clients politely and make them feel comfortable
 - Perform other general receptionist duties
 - Monitor passengers travel request,
 - and ensure that tickets are issued promptly and accurately
 - Advising clients on travel arrangements
 - Ending out tickets to clients and Keeping clients up to date with any changes
 - Dealing with complaints or refunds
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Applying Procedure

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

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