



Tour Officer

- **Vacancy for:** 1
- **Posted on:** May 18, 2018
- **Deadline:** May 25, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Minimum 3-4 years of experience in Domestic and International tour operation
 - Candidate having air ticketing experience will be on priority
 - Should have good knowledge about all countries visa processing and documentation
 - Should possess a pleasant personality to lead the group
 - Should have excellent communication skills both written and spoken in English
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Job Description

- Handling Domestic and international packages and suggesting interesting travel routes or places of interest and selling travel products and tour packages
 - Advising clients on travel arrangements like visa, passports, hotel booking, immigration etc
 - Handling phone calls, answering email and facebook inquiries
 - Planning and arranging family, personal and official tour packages
 - Marketing individual and corporate clients
 - Develop products for the customers in terms of activities and services that would make their trip more fun and memorable
 - Worldwide hotel booking, visa processing, airlines ticketing, domestic and international tour operations
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Applying Procedure

Apply Link : <https://merojob.com/tour-officer-44/>

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