



Travel Consultant -Trainee Assistant

- **Vacancy for:** 4
- **Posted on:** Nov. 5, 2018
- **Deadline:** Dec. 6, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Hospitality
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Pulchowk, Lalitpur & Maharajgunj, Kathmandu Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Excellent communication skills
- Data entry skills and computer proficiency with Microsoft Office tools
- Ability to work well within a team environment, as well as taking the initiative to work independently
- Should have knowledge of travel related products
- Self-starter with ability to balance multiple priorities with minimal direction
- Answering phone calls and note down details
- Outgoing personality

Added Advantage:

- Basic Knowledge of ticketing
- Fresher from travel & tourism college
- Smart & willingness to work
- Person who have sound knowledge on tour handling

Job Description

- Handle correspondences and queries with clients and agents as assigned by the company to meet their specific requirements
- Assemble and issue required documentation such as tickets, travel insurance policies, and itineraries
- Advise the customer about travel issues including required documentation, transportation connections, medical and financial issues, prevailing exchange rates etc
- Deal with document complaints in an efficient and a diplomatic manner
- Make alternative arrangements for customers who have had their trips interrupted by unforeseen issues

Note:

- No of Vacancy : 2 Female + 2 Male
- Salary: 3 Months will be under supervision with basic salary & after 3 months best perks as per your performance that will be best in the industry

Applying Procedure

Apply Link : <https://merojob.com/travel-consultant-trainee-assistant/>

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