

**NEPAL AIRLINES CORPORATION
HONG KONG OFFICE
JOB ANNOUNCEMENT/VACANCY**

FIRST DATE OF PUBLICATION OF ADVERTISEMENT: 24 APRIL 2019

Nepal Airlines Corporation announces vacancy for the post of Secretary Cum Assistant –Front Desk for its Country Office, Hong Kong as per the following details:

Job Description

- Answer incoming calls and deal with customer inquiries on flight schedule, flight ticket booking, fare quotations etc.
- Booking/ Reservation and Sales of air ticket
- Manage Sales and Marketing Activities
- Handle incoming and outgoing e-mail correspondence
- Liaison with Passenger/Cargo Sales Agents and Head Office in Kathmandu, Nepal
- Analyze sales history and forecasting in line with corporate goals and put maximum effort to increase the sales of the airlines.
- To capitalize on the use of online sales tools to promote the corporation's business
- Be proactive and make regular sales call to Passenger/Cargo Sales Agents and customers to increase sales
- Prepare Daily Sales Reports/ Financial reports on periodic basis for reporting to the head office
- Assist Country Manager, Finance Manager and Station Manager for day to day functions
- File keeping
- Any other ad hoc duties as assigned by the superiors

Job Requirements

- Good manners, etiquette and excellent customer relationship management skills
- Commercial Knowledge and good analytical skills to study marketing trends and grab on the opportunity to increase sales of the organization
- Well organized, self motivated
- Good communication and interpersonal skills
- Good numeric and analytical skills
- Outstanding interpersonal and influencing skills
- Self starter and able to work in teams and independently
- Hardworking and able to work efficiently, effectively and work under pressure

Your Background Requirements

- Permanent Hong Kong ID holder and Eligible to stay and work in Hong Kong
- Minimum education qualification of Bachelors degree in Business/Management/Tourism/ Hospitality Management
- Good English speaking and writing skills. Reading, Writing and Speaking in Cantonese and Mandarin language is a must.
- Good skills in Microsoft Excel, Word and PowerPoint. Adobe Photoshop skills will be an added advantage
- Work experience in airlines/travel agency preferred
- Candidate without previous experience but strong interest in travel industry will also be considered
- Other relevant skill in the travel industry will be a plus

Conditions

- The position is contractual for initial term of two years and renewable subject to satisfactorily performance and discipline
- The probation period will be for six month

Successful candidate will be rewarded with opportunity to travel abroad. Nepal Airlines Corporation offers an attractive employment package as per Corporation policy and Staff Training and Development related to work to the selected Candidate. The interested and eligible Candidates are requested to send their applications along with their Curriculum Vitae (C.V) and a **personal statement regarding why they are qualified for this job and date of availability to join work along** with the expected monthly salary addressed to Country Manager- Hong Kong, Nepal Airlines Corporation by e-mail address: vacancy.hkg@nac.com.np not later than 7 May 2019.

All the certificates, supporting documents must be self attested presented along with the job application at the above e-mail address.

To understand more about our corporation, please visit our website: www.nepalairlines.com.np

Nepal Airlines is an Equal Opportunities Employer. Personal data provided by job applicants will be used strictly for recruitment purposed only.

Shortlisted candidate will be called for personal interview. Candidates not notified within four weeks may consider their application unsuccessful.

Nepal Airlines Corporation reserves the right to reject/accept any application without giving reason whatsoever.

Country Manager

Nepal Airlines Corporation

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