

Operations Manager Travel and Tour

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Location: Lahore

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Ensures that the highest quality of customer service is provided at all of the delivery systems within the Organization. Provides administrative support in areas of compliance, regulations, bank policies and procedures. Design and implement Local & International Travel and Tour Packages. Keep track record of the clients and Follow-up.

ESSENTIAL JOB FUNCTIONS:- Designing Packages for local & international tours and travels.

- To develop financial plans for the Organization.
 - Assists in recruiting, training, and developing a highly motivated and effective team of Branch Operations and in providing the equivalent for Branch Operations.- Setting operational sales goals for branches.- Provides guidance, leadership and coaching to the staff.
 - Communicates changes in regulations, bank policy, and procedures.- Manages all operation within the organization.
- Job Specification-** Must be a graduate.
- Experience in a well known and reputed Travel & Tour firm.
 - Computer Literate, have command on MS Word, Excel and Power Point
 - Pleasant personality and excellent Communication and Verbal Skills.
 - Good Command in spoken English.

Information Technology and Services - Lahore, Pakistan

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