

## Updated SWA Job Order

### Reservation airlines with Marketing for Temporary, Full-Time Position

#### Employer Information:

- **Employer Name:**Safar Nepal Travels and Tours LLC
- **Employer Address:**7215 E 22nd Street, Suite 161, Tucson, AZ, 85710, USA
- **Employer Contact Information:**
  - **Phone:**+15209553891  
+1 (520) 257 6973
  - **Email:** [nirmaljobsglobal@gmail.com](mailto:nirmaljobsglobal@gmail.com)
  - **Website:**<https://safarnepal.com/career/>

#### Job Opportunity Information:

1. **Job Title:**Reservation and Transportation Ticket Agent
2. **Temporary, Full-Time Position:** Yes
3. **Total Number of Job Openings:**1

#### Job Description:

- **Duties and Responsibilities:**
  - Book Travel Arrangements: Make travel reservations for clients, including flights, hotels, car rentals, and tours with using airlines ticketing software.
  - Process Ticketing and Documentation: Issue tickets, handle travel documents, and process payments.
  - Provide Travel Information: Answer clients' questions about travel options, prices, and schedules.
  - Resolve Travel Issues: Assist clients with travel-related problems, such as flight cancellations or delays.
  - Maintain Records: Keep accurate records of client bookings, payments, and travel itineraries.
  - Assist with Travel Arrangements: Support travel agents with booking travel arrangements and processing ticketing and documentation.
  - Handle Client Inquiries: Respond to client inquiries about travel options, prices, and schedules.
  - Process Payments and Refunds: Handle client payments and refunds for travel bookings.
  - Maintain Travel Records: Keep accurate records of client bookings, payments, and travel itineraries.
  - Perform Administrative Tasks: Assist with administrative tasks, such as data entry, filing, and answering phones.

-Operation setup and provide IATA related knowledge and skills to existing other employees of the company.

- ☐ **Minimum Education and Experience Requirements:**
  - Must have more than 3 years of experience in Airlines Ticketing Reservation Travel and Tourism Industry
  - Must be able to speak English Language
  - Must be IATA Certified
  - Must be certified in GDS (Sabre or Galileo)
- ☐ **Work Hours and Days:**  
35 hours per week, Monday through Friday, 10 AM to 5 PM]
- ☐ **Anticipated Start Date:** June 25, 2025
- ☐ **Anticipated End Date:** March 23, 2026

### **Geographic Area of Employment:**

- ☐ **Location:** Tucson, AZ
- ☐ **Specific Travel Requirements:** No
- ☐ **Residence Requirement:** Company shall assist to search accommodation during the employment period.

### **Compensation and Benefits:**

- ☐ **Wage Offer:**  
20-22\$ per hour
- ☐ **Overtime:**  
Overtime will be available at time-and-a-half or as required by law.
- ☐ **On-the-Job Training:**  
An orientation will be provided to be acquainted with local rules and regulations.
- Workweek:**  
The company will use two workweek as its standard for computing wages.
- ☐ **Pay Frequency:**  
Employee will be paid every two weeks.

### **Living Arrangements:**

- ☐ **Board, Lodging, or Facilities:**  
Company shall provide accommodation during the employment period.
- ☐ **Deductions:**  
The employer will make all deductions required by law.

### **Transportation and Subsistence:**

☐ **Transportation to the Worksite:**

The company will provide transportation to the worksite, or reimburse workers for travel expenses, as required by law.

☐ **Return Transportation:**

The company will provide return transportation to the worker's original location upon completion of the job or if the worker is dismissed before the end of the employment period.

☐ **Visa and Processing Fees:**

The company will reimburse the worker in the first workweek for all visa-related fees incurred by the employee excluding passport expenses.

☐ **Tools, Supplies, and Equipment:**

The company will provide all tools, supplies, and equipment required to perform the duties, without charge or deposit.

### **Application Instructions:**

Interested applicants should inquire about the job opportunity or send applications, resumes, or indications of availability to the nearest office of the State Workforce Agency (SWA) in the State where the job advertisement appeared.

☐ **SWA Contact Information:**

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Employer  
Name:  
Position:  
Date:

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Employee  
Name:  
Date: