



RECRUITMENT INFORMATION

LUNE PRODUCTION is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

Position : **TICKETING AGENT**
Report to : TICKET BOX SUPERVISOR
Working location : SAIGON OPERA HOUSE

I/ RESPONSIBILITIES:

- ❖ **Be responsible in tickets selling and revenue growing of Ticket Box Dept.:**
 - Maintain sales standards of Company
 - Sell tickets & souvenir to customers
- ❖ **Customer care:**
 - Maintain customer service in the Ticket Box Office
 - Provide accurate information and helpful recommendations for customers
 - Solve customer's problems timely and efficiently
- ❖ **Be responsible in Ticket Box operation:**
 - Ensure all operations of Ticket Box are always in ready conditions to serve customers
 - Maximize branding of shows which are owned by Company
- ❖ **Reports:**
 - Daily collect and submit sales revenue & operation status report or upon requested

II/ REQUIREMENTS:

- College/ University in related majors: Hospitality Management/Tourism/Business/Language...
- Having experience in same/ related position is preferable
- Good & wide general knowledge.
- Excellent communication skills
- Proficiency in speaking and writing in English
- Excellent interpersonal skills
- Experience on problems solving skills
- Ability to work effectively within a team
- Ability to use a computerized ticketing system
- Accuracy and attention to detail
- Having good health and being able to work under the pressure
- Having friendly and professional attitude

III/ BENEFITS:

- Salary: Negotiable
- Other benefit: As policy

Please kindly send your CV via hr.recruitment@squaregroup.com.vn

HR DEPARTMENT