JOB VACANCY

Universal Enterprises



Universal is looking for an energetic and enthusiastic individual with a positive attitude to join our team as.

Reservation & Ticketing Agent – Travel Service

No. of Vacancy: 01

KEY DUTIES / RESPONSIBILITIES

Ensure the highest standard of customer service is provided to customers.

Issuing tickets to customers ensuring that all necessary airline rules and regulations are incorporated, and that the customer request is met in order to provide them with excellent service.

Support Travel Agents and all customers by assisting them with their general enquiries.

Ensure that all necessary ticket related documentation is filled, timetables updated, brochures, sale and promotional material is properly displayed providing various options to the customer which will assist in increasing sales

REQUIREMENTS

- Completed Advance level. (Other Qualification will be added advantage)
- Minimum 1 years of experience in the required field.
- Excellent Communication skills.
- Capable of multitasking & working under pressure

Application Deadline: 6th November 2026 before 1400hrs
Universal Enterprises Pvt Ltd,
career@universalenterprises.com
39 Orchid Magu, PO Box 2015, Malé 20-02, Republic of Maldives