

## **JOB PROFILES AND REQUIREMENTS**

Profiles	Vacancies	Requirements
Office Administrator	10 (Female)	Post Graduation, 3 yrs + experience & computer knowledge must
Tele caller	7 (Female)	Graduate with experience of minimum 2 years
Tour Operator	5 (Female)	Graduate with experience, computer expert
Marketing Executive	20 (M/F)	12th pass and above will be preferred and two wheeler must
Field Executive	20 (M/F)	12th pass and above and two wheeler must
Sales Executive	10 (M/F)	12th pass and above and two wheeler must
Web developer	5 (M/F)	Main Skills required -html, CSS, photoshop, graphics designing, SQL, JS (basic knowledge of each aspect), content writing.
Office peon	5 (Male)	Experience of minimum one year

## **IMPORTANT**

- Job location Jammu only
- (Working hours: (9:30am to 6:30pm) Timings will be changed in winters for female staff.
- Mail your CV to : unittravel9@gmail.com
- Call/WhatsApp us: 9797323565 / 8493094333
- Interview timings 12:00pm to 4:00 pm
- Venue- Unit 9 Travel OPC Pvt Ltd, Third floor, KC Plaza, Residency Road Jammu, 180001