



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 : **TICKET BOX CASHIER**
Report to : FRONT OFFICE MANAGER
Working location : SAIGON OPERA HOUSE

I/ RESPONSIBILITIES:

- Be responsible for tickets issuing on working system and well-noted all related necessary information (Ticket series; payment terms, applied policies...).
- Manage and ensure the accuracy of revenue for each sale transaction with customers.
- Creating and updating promotional tracking file.
- Manage the Front Office setting up for Ticket Box counter
 - Ensure all sales tools are always in ready conditions to serve customers;
 - Maximize branding of shows which are owned by company.
- Support ticketing agents in:
 - Approaching guests and introducing the shows and promotions;
 - Advising correctly policies applied to customers.
- Daily submit revenue report, tracking report for show and other reports or upon requested Show operation.

II/ REQUIREMENTS:

- College/ University in related majors: Commerce, Marketing or Finance.
- At least 1 year in same/ related position;
- Fluency in speaking and writing in English;
- Gathering and data analyzing;
- Communication and negotiation and convincing skills;
- Planning and organizing skills;
- Ability to work effectively within a team;
- Ability to use a computerized ticketing system;
- Accuracy and attention to detail;
- Having friendly and professional attitude;
- Abilities to perform and complete tasks under high pressure.

III/ BENEFITS

- Salary: Negotiable
- Other benefit: As policy

Please kindly send your CV via humancapital@squaregroup.com.vn

HC DEPARTMENT

