



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 : FRONT OFFICE SUPERVISOR
Working location : HO CHI MINH

I/ RESPONSIBILITIES:

❖ **Be responsible for tickets selling and revenue growing of Ticket Box**

- In charge of selling tickets & merchandise items
- Execute a professional ticket selling process applied all required soft skills
- Actively approach the guests

❖ **Customer service**

- Present a high level of customer service toward the guests and partners
- Provide accurate information and helpful recommendations for customers
- Solve customer's problems timely and efficiently

❖ **Be responsible for Ticket Box operation:**

- Ensure all the kits related to ticket selling process are ready for usage
- Manage the branding demonstration at Ticket Box area
- Maintain the hygiene within working area

II/ REQUIREMENTS:

- Students in related majors: Hospitality/ Tourism/ Languages...;
- Proficiency in speaking in English or other foreign languages;
- Having teamwork spirit, friendly and professional attitude;
- Having good health and being able to work under the pressure;
- Ability to work in weekend and Tet/ Public Holidays.

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