



Rythmus Foundation

Job Description

Position Title:	Admin for India booking
Key Responsibility:	- Manage all domestic travel bookings within India, including flights, trains, and local transport, ensuring cost-effectiveness and policy compliance. - Coordinate venue bookings, hotel accommodations, and local vendor arrangements for events and staff travel across different states. - Process invoices, prepare payment requests, and maintain meticulous financial records for all domestic bookings and travel expenses. - Liaise with travel agencies, hotels, and local service providers to negotiate rates and secure confirmations. - Prepare detailed travel itineraries, including logistical information, contact details, and necessary documentation for staff. - Maintain and update a database of preferred domestic vendors, travel policies, and state-specific requirements. - Handle cancellations, rescheduling, and troubleshooting of travel or booking issues as they arise. - Ensure all bookings comply with the NGO's administrative and financial guidelines.
Essential Skills	Strong organizational skills and exceptional attention to detail. Proficiency in domestic travel booking platforms (e.g., IRCTC, airline portals, hotel aggregators) and MS Office/Google Workspace. Excellent communication and negotiation skills in English and Hindi; knowledge of additional Indian languages is a plus. Ability to manage multiple tasks efficiently in a fast-paced environment.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote