



Rythmus Foundation

Job Description

Position Title:	Admin for Maharashtra Booking
Key Responsibility:	- Handle all travel and accommodation bookings within Maharashtra for staff, volunteers, and event delegates, focusing on cost-efficiency. - Research, book, and manage venues for meetings, workshops, and events across key districts (e.g., Mumbai, Pune, Nagpur, rural areas). - Negotiate rates and finalize contracts with local hotels, guesthouses, transport providers, and venue managers in Marathi and Hindi. - Arrange local logistics, including intra-city transport, permits for events, and vendor services (catering, equipment) as required. - Prepare detailed travel itineraries and logistical briefs, accounting for regional factors like distance, connectivity, and local norms. - Process and reconcile all related invoices, payments, and expense reports in accordance with organizational policies. - Maintain a reliable database of trusted local vendors and service providers across the state's diverse regions. - Resolve any booking-related issues or emergencies promptly, providing clear communication to all stakeholders.
Essential Skills	- Strong organizational skills with impeccable attention to logistical detail. - Proficiency in local languages (Marathi essential, Hindi fluent) for effective negotiation and coordination. - In-depth knowledge of Maharashtra's geography, transport networks, and regional travel considerations. - Resourcefulness and problem-solving ability to manage bookings in both urban and rural settings.
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