



Rythmus Foundation

Job Description

Position Title:	Admin for global booking
Key Responsibility:	- Manage the centralized calendar and coordinate all international bookings for events, conferences, and staff travel across multiple time zones. - Liaise with global vendors, hotels, and virtual platform providers to request proposals, negotiate contracts, and secure cost-effective arrangements. - Process complex international travel logistics, including flights, visas, accommodations, and ground transportation for staff and delegates. - Serve as the primary point of contact for internal teams on international booking policies, procedures, and compliance requirements. - Maintain and update a global vendor database with preferred partners, negotiated rates, and country-specific service notes. - Prepare detailed itineraries, briefing packets, and logistical summaries for all international engagements. - Monitor and track all international invoices, payments, and contractual obligations, ensuring adherence to the NGO's financial policies. - Troubleshoot and resolve booking-related issues, such as cancellations, changes, or emergencies, with vendors and staff internationally.
Essential Skills	- Exceptional organizational skills and meticulous attention to detail in managing complex, multi-variable logistics. - Strong proficiency with global travel booking platforms, virtual meeting tools (Zoom, Teams), and calendar management systems. - Excellent cross-cultural communication skills and sensitivity for coordinating with international partners across different time zones. - Ability to navigate international travel regulations, visa requirements, and contractual terms efficiently.
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