



Rythmus Foundation

Job Description

Position Title:	Assistant for global booking
Key Responsibility:	- Provide direct administrative support to the Global Booking Manager, managing correspondence, scheduling meetings, and organizing files. - Assist in researching international flights, hotels, venues, and virtual platforms to compile options for upcoming bookings. - Draft and prepare initial booking request forms, itineraries, and cost comparison sheets for review. - Liaise with travel agencies and vendors to gather quotes, confirm availability, and initiate the reservation process. - Maintain and update the global vendor and contact database with accurate information and notes. - Process initial invoices and expense reports, ensuring proper coding and documentation before final approval. - Track and monitor pending bookings, sending timely reminders for deadlines and follow-ups. - Prepare logistical kits and travel packs for staff, ensuring they have all necessary booking confirmations and documents.
Essential Skills	- Strong organizational skills and high attention to detail. - Excellent written communication skills and proficiency in office software (spreadsheets, email, documents). - Ability to work proactively in a support role across multiple time zones and cultures.
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