



Rythmus Foundation

Job Description

Position Title:	Assistant for India booking
Key Responsibility:	- Assist the India Booking Officer with administrative tasks, including managing booking requests, correspondence, and scheduling. - Research and compile options for domestic flights, train tickets, hotels, and local transport across various Indian states. - Help prepare booking itineraries, cost estimates, and logistical summaries for staff travel and events. - Liaise with travel agents, hotels, and local vendors to gather quotes and confirm availability. - Maintain and update the database of domestic vendors, travel policies, and staff travel preferences. - Process initial invoices and expense claims related to domestic bookings, ensuring proper documentation. - Track and follow up on pending reservations and payments to ensure timely confirmations. - Assist in troubleshooting basic booking issues, such as rescheduling or cancellations, under supervision.
Essential Skills	- Strong organizational skills and meticulous attention to detail. - Proficiency in using domestic travel portals (IRCTC, airline sites) and office software. - Good communication skills in English and Hindi; knowledge of additional Indian languages is beneficial. - Ability to work efficiently in a support role and manage multiple tasks.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	02 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote