



Rythmus Foundation

Job Description

Position Title:	Assistant for Maharashtra Booking
Key Responsibility:	- Provide direct administrative support to the Maharashtra Booking Officer by managing requests, correspondence, and appointment scheduling. - Research and compile options for local travel, accommodations, and venues within Maharashtra, focusing on cost-efficiency. - Assist in preparing detailed travel itineraries, logistical checklists, and cost estimates for staff and event needs. - Liaise with local vendors, hotels, and transport services in Marathi and Hindi to gather quotes and confirm availability. - Help maintain and update the regional vendor database, contact lists, and booking records. - Process initial invoices, payment requests, and expense reports related to Maharashtra bookings. - Track reservation statuses and send follow-up reminders for pending confirmations and payments. - Assist in resolving minor booking issues, such as date changes or cancellations, under guidance.
Essential Skills	- Strong organizational skills with excellent attention to detail. - Proficiency in Marathi and Hindi for effective local coordination; English for documentation. - Basic knowledge of Maharashtra's geography and travel networks. - Ability to work supportively in a fast-paced environment and manage multiple tasks 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