

Job Description

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for an Executive-Travel Desk to assist with Travel bookings

Designation: Executive- Travel Desk

Location: Juhu Airport, Vileparle, Mumbai

Reporting To: Dy. Manager – Administration & Facilities

Working Days: 6 days a week

Work Timings: Open to working in shifts and night duties

Role & Responsibilities: -

- Travel bookings of GVHL
- Flight booking, hotel booking, vehicle booking, visa, travel insurance, etc.
- Clearance of all the invoices for all bookings
- Assisting the admin department
- Enforcing corporate travel policies and saving the Company money.
- Advising employees on respective airlines/hotels/car rules, regulations and cancellation policies.
- Remain updated on all aspects of international/domestic travel including best deals, fare updates, regulate attendance at product lunches and all job related training.
- Arranges both short term and long term lease of vehicles to accommodate business and project needs.
- Produces accurate airport arrival notices and arranges pick up with Driver.
- Ratifies all travel, hotel, vehicle hire invoices.
- Maintains accurate records with regards to any travel arrangements and ensures instructions to staff are accurate, clear and time related.
- Managing administrative activities as advised by Manager Admin including contracts management.

Requirements: -

Education	Graduation from any stream. Knowledge of IATA
Experience	2-5 years' experience in managing a travel desk
Computer Literacy	Hands on experience on MS Office, especially on Word & Excel, PowerPoint
Salary Range	INR 25,000/- to 30,000/- gross per month

Additional Requirements: -

- Excellent written and verbal communication skills & a team player
- Focused, reliable and adept at execution
- Ready to take up initiatives & challenging work
- Only male candidates required due to nature of work and shift timings