

Position:	Coordinator (Travel Desk)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31 <sup>st</sup> March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	<p><b>Qualification:</b> A bachelor's degree/Diploma in travel and tourism or related field from a recognized institution.</p> <p><b>Experience:</b> Minimum 2-year experience in travel or hospitality management, out of which 1-year experience of working in reputed non-government organization or travel agency or international development organization viz. UNICEF, WHO, Global Fund, UNAID, USAID.</p>
Desirable:	Previous experience in a similar role: travel coordinator or travel agent or travel administrator or hospitality official or on alike jobs.
Age Limit:	Maximum 45-year age
Remuneration:	Max. Rs. 55,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel:	Official travel to regions/states on requirement basis only. While travelling, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	30 April 2024

#### About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

#### Position Roles & Responsibilities

- 1) Vendors Management: Empanel vendors for travel, hotel accommodation, local travel across the country to get concessional and discounted corporate rates in compliance with vendors registration process in a corporate.
- 2) Expense Management: Managing travel budgets by researching cost-effective travel options, negotiating corporate rates with vendors, and ensuring adherence to organization expense policies adhering to available budget.

- 3) Itinerary Planning: Responsible to obtain travel itineraries of the experts, committee members, staff and consultants visiting different places in the country for official reasons.
- 4) Travel Arrangements: Responsible for travel arrangements (travel, accommodation, local travel) in a cost-effective manner by road, air, train, ships etc. as per requirements of the organization.
- 5) Travel Coordination: Coordinate group travel arrangements for events, conferences, or meetings, including managing logistics for large groups.
- 6) Communication: Serve as single point of contact for staff, consultants, committee members, experts for their travel-related queries, assistance, and support as needed.
- 7) Emergency Assistance: Provide support in case of travel emergencies, such as flight cancellations, delays, or changes in plans, medical emergencies, and work quickly to resolve any issues that may arise.
- 8) Documentation: Maintain accurate records of travel bookings, expenses, and itineraries, ensuring that all necessary paperwork is completed and filed appropriately.
- 9) Policy Compliance: Ensure that all travel arrangements and expenses comply with the budgetary provisions and organizational rules and guidelines. Provide guidance to team on proper procedures.
- 10) Technology Utilization: Utilize travel management software and tools to streamline the booking process, track expenses, and generate reports for analysis.
- 11) MIS: Generate MIS, expenditure reports, booking reports, concessions availed reports and all other reports required by the organization.
- 12) Accounts Settlement: Obtain invoices, bills, claims of the travel arrangements on timely basis as per organizational rules, policies and guidelines, its scrutiny and final submission to Manager (F&A) for in time settlements of accounts.

#### Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/ varied as per the discretion of the employer.

#### Interview Criteria

- 1) Initially shortlisted candidates will be interviewed in virtual mode.
- 2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
- 3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
- 4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

#### Link to apply for the position

[Application link](#)