



JOB DESCRIPTION

Consultant – Travel Office (Full Time)

JOB TITLE: Consultant – Travel Office (Full Time)

REPORTING TO: Manager - Travel & Liaison

PURPOSE OF JOB: Managing Travel needs of Woodstock staff and students.

KEY TASKS AND RESPONSIBILITIES:

Job Description

- All aspects of student travel at beginning and end of each semester (except return visas, visas for other countries):
 - Chaperone travel arranged.
 - Making packets for each student's travel documents for handing over to the respective chaperones at the time of summer / winter travel.
 - Cash advances received and disbursed.
 - Bus/truck/hotel arrangements made.
 - Luggage carrying and loading coordinated appropriately.
- Incidental Student Travel (for discipline reasons, college entrance exams, medical Emergencies, visa work, etc.):
 - Arrange all necessary aspects of travel.
 - Submit accounts for the same.
 - Work in conjunction with the Travel & Liaison as necessary.
- Other school-sponsored student travel (for retreats, field trips, Activity Week, PASSAGE trips, sports events, etc.):
 - Arrange flight tickets / buses/taxis/trains.
 - Arrange accommodation.
- Staff Travel:
 - New Staff- Make arrangements in consultation with New Staff Liaison.
 - Book tickets (domestic / international)
 - Make hotel reservations.
 - Arrange transportation to Mussoorie.
 - Incidental Staff Travel.
 - Arrange travel and accommodation for trips on School business.
 - Assist in arranging Termination/Mid-term Travel for contract staff.
 - Consult with HR Office at the beginning of year/semester.
 - Contact staff six months in advance to begin process and get the best prices.



- **School Vehicles:**
 - For day to day working of school requirements and assign duties to the drivers.
 - Keep day to day record of the bookings.
 - Maintain register for the driver's attendance and also keep a record of leave/ over time etc.
 - Provide fuel slip for filling the fuel in school owned vehicles.
 - Keep record for all vehicle's Registration/ insurance/ fitness/ road tax.
 - To organise temporary permits for our vehicles if and when the requirement arise.
 - Keeping a record for all staff members/ Employ's driver's licenses who are authorised to drive the school owned vehicles.
 - Do the periodic check and maintenance of school vehicles.
 - Do the periodic check of the log books for each of the vehicles.
 - Monthly billing for usage of all school vehicles.

QUALIFICATIONS REQUIRED:

- Minimum of 5 years' experience in Travel field or school operations.
- Extensive experience with online bookings for of Hotels , International and domestic air tickets.
- Ability to handle work pressure, especially during critical periods.
- Pleasing and welcoming personality.
- Proficiency with computers.

SKILLSETS:

- Excellent written and verbal communication skills.
- Ability to handle work pressure, especially during start and end of the semester.
- Ability to work independently.
- High level of teamwork skills.
- Proficiency with computers.
- A preferred candidate must demonstrate proficiency in IT skills, including MS Word, Excel, and Forms, as well as the ability to automate manual processes.
- Research and action oriented.

HIRING PROCESS:

- Interested applicants should apply through zartis.com ([Woodstock | Working at Woodstock \(woodstockschool.in\)](https://www.woodstockschool.in))
- Shortlisted candidates will be Interviewed by the hiring committee via Zoom.

JOINING DATE: At the earliest.