



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/Rectt/T&V/FTC/Vacations/01

Date: 21st November, 2018

THE COMPANY

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as service sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the organization to achieve leadership position in many of its businesses.

PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Steel Barrel, Industrial Greases & Specialty Lubricants, Tours & Travel and Logistics Services. It also has significant presence in most of the other businesses it operates, namely, Leather Chemicals, Logistics Infrastructure, Refinery & Oil Field Services [ROFS] etc.

OPENING

The SBU Travel & Vacations is a major SBU of the Company & its team consists of handpicked professionals from the industry. The combined wealth of experience of the team tops more than 300 years in the Holiday Business. The Company has ambitious growth plans for the SBU. In pursuance of these objectives, the SBU seeks to bring on board professionals with dynamism, initiative and an innovative approach to business. The current openings are on **Fixed Term Contract Basis** as follows:

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
1	Head - Products & Operations (India Holidays)	PRODUCT & OPERATIONS (INDIAN HOLIDAYS)	FTE6	1	Mumbai	50 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	12 years for MTM or Equivalent/ MBA/ Graduate Engineer; 15 years for Graduates	<ul style="list-style-type: none">• Strategy implementation for Indian Holidays• P&L Owner for Indian Holidays• Responsible for preparing budget and delivering it• Managing and mentoring the Indian holiday team• Day to day monitoring the operations of tours• Liaising with the Sales Team to increase sales• Itinerary Planning• Adherence of Operational Procedures• Market Research & Analysis• Enhance profitability and optimize revenues• Ensuring proper execution of the tours and co-ordinate with regards to operational issues to ensure seamless travel experience• Maintaining MIS reports

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
2	Sr. / Chief Manager - Sales (Ahmedabad)	SALES (MICE, CHANNEL, LEISURE)	FTE4/ FTE5	1	Ahmedabad	FTE4 - 40 years FTE5 - 45 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE4 - 7 years for MTM or Equivalent/ MBA/ Graduate Engineer; 10 years for Graduates FTE5 - 9 years for MTM or Equivalent/ MBA/ Graduate Engineer; 12 years for Graduates	<ul style="list-style-type: none"> • Meets both Revenue Target & contribution target assigned to Franchisee • Sells through partner organizations to end users in coordination with partner sales resources • Proactively assesses, clarifies and validates Partner needs on an ongoing basis as per company policy • Ensure Partner compliance with Partner agreements • Establishes productive, professional relationships with key personnel in assigned partner accounts
3	Sr. / Chief Manager - Operations & Contracting (MICE)	OPERATIONS & CONTRACTING (MICE)	FTE4/ FTE5	1	Mumbai	FTE4 - 40 years FTE5 - 45 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE4 - 7 years for MTM or Equivalent/ MBA/ Graduate Engineer; 10 years for Graduates FTE5 - 9 years for MTM or Equivalent/ MBA/ Graduate Engineer; 12 years for Graduates	<ul style="list-style-type: none"> • Day to day Operational supervising of tours • Making itineraries and costing for groups and following an enquiry from quote through to booking by ensuring relevant business processes are followed. • Monitoring all the communication of the team with the customers (sales staff and DMC's) • Operating groups within the stipulated budgets to enhance profitability and optimize revenues • Co-ordinating with the airline team and ensuring tickets are issued on time within the given budgets • Communicating with the overseas DMC's on a day - to - day basis and also ensuring the team sends out correct rooming lists, and other details to the ground operator. • Ensuring all cancellation deadlines are adhered to and checking all the documents handed over to the clients • Preparing correct terms and expense sheet for the tour managers and checking all the documents handed over to the tour managers • Co-ordinating on a daily basis with tour managers while on tour in regard to operational issues • Monitoring the working of the team and ensuring timely and accurate solutions are given to the sales team in order to close sales • Ensuring accurate remittances are made to overseas suppliers on time • Preparing comparison charts with competition products and handing over the same to the sales team • Mentoring, training, developing teammates for career progression and learning • Analysing the team performance and guiding them to improve their efficiency

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4	Manager / Sr. Manager - FIT Products & Operations	PRODUCT & OPERATIONS (INTERNATIONAL, GIT & FIT)	FTE3/ FTE4	1	Mumbai	FTE3 - 37 years FTE4 - 40 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates FTE4 - 7 years for MTM or Equivalent/ MBA/ Graduate Engineer; 10 years for Graduates	<ul style="list-style-type: none"> Innovate, develop and introduce newer itineraries/products at competitive pricing for increasing sales of customized holidays Ensure adequate off the shelf FIT products are available to Sales team time to time for increasing ease of sales closer Ensure that DMC compliances (Ensure all contracts are in place) Ensure all products available for sales are upto date w.r.t it's pricing and availability Impart product knowledge by way of conducting regular product awareness trainings Assist sales with required product related support for effective closer of sales so that FIT/Adhoc related sales targets are achieved Ensure that service levels are met as per company standards Manage relationship with partners, suppliers, DMCs, tourism boards etc. Researching destinations and keeping up to date with travel industry news Ensure compliance in all aspects of travel processes Maintaining MIS reports Maintain records of bookings & payments
5	Manager/Sr. Manager - Airline Relationship and Contracting	AIRLINE CONTRACTING & OPERATIONS	FTE3/ FTE4	1	Mumbai	FTE3 - 37 years FTE4 - 40 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates FTE4 - 7 years for MTM or Equivalent/ MBA/ Graduate Engineer; 10 years for Graduates	<ul style="list-style-type: none"> Leading the Airline Operations & Contracting team - Managing & mentoring them, Guide the team on all day to operational issues/challenges faced Acquire quotes from airlines for various tour dates, negotiate and contract with airlines that offer the best profitable price, reasonable flight timings and good service Negotiate with airlines for special fares during the year, flexibility in payment options, minimum deposit and lenient cancellation policy Maintain rapport with the various airlines by making an effort to interact with the representatives

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6	Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE3	1	Delhi	FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
7	Deputy Manager / Manager - IT (Technology & CRM)	TRAVEL IT APPLICATIONS & ERP	FTE2/ FTE3	1	Mumbai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> Manage and implement IT OPEX/CAPEX budget for the Business Unit ERP Implementation for Holiday business - Maintenance and Continuous Improvements of the same (Act as process owner/lead/SPOC) Leading any other application/tool development initiative(s) for the vertical as may be required (CRM, BI, AI) Manage ITIS for the Business Unit in coordination with Corporate IT Tracking and Prompt Resolution of IT application related issues Design and development of MIS and Analytical Reports in ERP Contract Management and SLA (Service Level Agreement) Monitoring with Service Providers Documentation of Applications under control
8	Deputy Manager / Manager - Sales (MICE, North & East)	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Delhi	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> Meets both Revenue Target & contribution target assigned to him/her from Govt / PSU / Private clients Qualifying leads from digital campaigns, conferences, references, tradeshows & prospect by telephone cold calling to establish new business Developing quotes and proposals Attending conferences, meetings and industry events & Interaction with Government/ PSU/ Private Clients Building and maintaining business relationship with current and potential clients and all related associates To be abreast with the latest happenings in the MICE business segment Issuing operational documents including billing & Prepare MIS reports Timely invoicing and collection

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9	Deputy Manager / Manager - Sales (MICE, South)	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Hyderabad	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • Meets both Revenue Target & contribution target assigned to him/her from Govt / PSU / Private clients • Qualifying leads from digital campaigns, conferences, references, tradeshows & prospect by telephone cold calling to establish new business • Developing quotes and proposals • Attending conferences, meetings and industry events & Interaction with Government/ PSU/ Private Clients • Building and maintaining business relationship with current and potential clients and all related associates • To be abreast with the latest happenings in the MICE business segment • Issuing operational documents including billing & Prepare MIS reports • Timely invoicing and collection
10	Deputy Manager / Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Chennai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion • Meets both Revenue Target & contribution target assigned to him/ her • Scouting in the market for appointing New Preferred Partners • Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy • Ensure Partner compliance with Partner agreements • Analysis Partner wise sales & performance - identify new business opportunities & threats • Timely invoicing and collection

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11	Deputy Manager / Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Chennai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.
12	Deputy Manager / Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Hyderabad	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

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13	Deputy Manager / Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Mumbai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
14	Deputy Manager / Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Ahmedabad	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients Customer service skills - conversion of queries & accuracy in quotes Complying with all extant policies / norms of the company / applicable statutory regulations Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

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15	Deputy Manager / Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Ahmedabad	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
16	Deputy Manager / Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Kolkata	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection

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17	Deputy Manager / Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE2/ FTE3	1	Delhi	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.
18	Deputy Manager / Manager - Operations & Contracting (Third Party Products, Online Portals)	PRODUCT & OPERATIONS (THIRD PARTY PRODUCTS)	FTE2/ FTE3	1	Mumbai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> • Responsible to manage operation of all third party products & services such as all online portals such as GTA, Cosmos Globus, Cruise Liners, Rezlive etc. • Coordinating with service providers for the various products • Negotiating contracts with service providers • Liaising with the Sales teams to drive Sales • Tie-ups with the service providers for Joint promotions • Maintaining records of bookings & payments • Maintaining feedback for the products • Market Analysis

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19	Deputy Manager / Manager - FIT Products & Operations	PRODUCT & OPERATIONS (INTERNATIONAL, GIT & FIT)	FTE2/ FTE3	1	Mumbai	FTE2 - 32 years FTE3 - 37 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE2 - 3 years for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates FTE3 - 5 years for MTM or Equivalent/ MBA/ Graduate Engineer; 8 years for Graduates	<ul style="list-style-type: none"> Innovate, develop and introduce newer itineraries/ products at competitive pricing for increasing sales of customized holidays Ensure adequate off the shelf FIT products are available to Sales team time to time for increasing ease of sales closer Ensure that DMC compliances (Ensure all contracts are in place) Ensure all products available for sales are up to date w.r.t it's pricing and availability Impart product knowledge by way of conducting regular product awareness trainings Assist sales with required product related support for effective closer of sales so that FIT/Adhoc related sales targets are achieved Ensure that service levels are met as per company standards Manage relationship with partners, suppliers, DMCs, tourism boards etc. Researching destinations and keeping up to date with travel industry news Ensure compliance in all aspects of travel processes Maintaining MIS reports Maintain records of bookings & payments
20	Assistant / Deputy Manager - Sales (MICE, West)	SALES (MICE, CHANNEL, LEISURE)	FTE1/ FTE2	1	Mumbai	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> Meets assigned both Revenue Target & contribution target from Govt / PSU / Private clients clients Qualifying leads from digital campaigns, conferences, references, tradeshows & prospect by telephone cold calling to establish new business Developing quotes and proposals Attending conferences, meetings and industry events & Interaction with Government/PSU/Private Clients Building and maintaining business relationship with current and potential clients and all related associates To be abreast with the latest happenings in the MICE business segment Issuing operational documents including billing & Prepare MIS reports

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21	Sales (Franchisee, Coimbatore)	SALES (MICE, CHANNEL, LEISURE)	FTE1/ FTE2	1	Coimbatore	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> • Meets both Revenue Target & contribution target assigned to Franchisee • Sells through partner organizations to end users in coordination with partner sales resources • Proactively assesses, clarifies and validates Partner needs on an ongoing basis as per company policy • Ensure Partner compliance with Partner agreements • Establishes productive, professional relationships with key personnel in assigned partner accounts
22	Assistant / Deputy Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE1/ FTE2	1	Hyderabad	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion • Meets both Revenue Target & contribution target assigned to him/ her • Scouting in the market for appointing New Preferred Partners • Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy • Ensure Partner compliance with Partner agreements • Analysis Partner wise sales & performance - identify new business opportunities & threats • Timely invoicing and collection

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23	Assistant / Deputy Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1/ FTE2	1	Mumbai	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

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24	Assistant / Deputy Manager - Products/Operations (Africa,Aus&NZ)	PRODUCT & OPERATIONS (INTERNATIONAL, GIT & FIT)	FTE1/ FTE2	1	Mumbai	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> • Day to day Operational supervising of GIT / Ad Hoc tours • Itinerary Planning • Pricing • Ensuring proper execution of the tours and co-ordinate with regards to operational issues to ensure seamless travel experience • Following an enquiry from quote through to booking • Enhance profitability and optimize revenues • Airline Reservations within timelines & budget • Ensuring all cancellation deadlines are adhered to and checking all the documents handed over to the clients • Maintain / update records of booked / cancelled passengers • Liaising with DMC's, Sales Team & Ticketing Team & Monitoring all the communication • Preparing correct terms and expense sheet for the tour managers and checking all the documents handed over to the tour managers • Co-ordinating on a daily basis with tour managers while on tour in regard to operational issues • Adherence of Operational Procedures • Market Research & Analysis • Monitoring the working of the team and ensuring timely and accurate solutions are given to the sales team in order to close sales • Ensuring accurate remittances are made to overseas suppliers on time • Preparing comparison charts with competition products and handing over the same to the sales team • Mentoring, training, developing teammates for career progression and learning • Analysing the team performance and guiding them to improve their efficiency

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25	Assistant / Deputy Manager - Operations & Contracting (MICE)	OPERATIONS & CONTRACTING (MICE)	FTE1/ FTE2	1	Mumbai	FTE1 - 27 years FTE2 - 32 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	FTE1 - 1 year for MTM or Equivalent/ MBA/ Graduate Engineer; 4 years for Graduates FTE2 - 3 year for MTM or Equivalent/ MBA/ Graduate Engineer; 6 years for Graduates	<ul style="list-style-type: none"> • Day to day Operational supervising of tours • Making itineraries and costing for groups and following an enquiry from quote through to booking by ensuring relevant business processes are followed. • Monitoring all the communication of the team with the customers (sales staff and DMC's) • Operating groups within the stipulated budgets to enhance profitability and optimize revenues • Co-ordinating with the airline team and ensuring tickets are issued on time within the given budgets • Communicating with the overseas DMC's on a day - to - day basis and also ensuring the team sends out correct rooming lists, and other details to the ground operator. • Ensuring all cancellation deadlines are adhered to and checking all the documents handed over to the clients • Preparing correct terms and expense sheet for the tour managers and checking all the documents handed over to the tour managers • Co-ordinating on a daily basis with tour managers while on tour in regard to operational issues • Monitoring the working of the team and ensuring timely and accurate solutions are given to the sales team in order to close sales • Ensuring accurate remittances are made to overseas suppliers on time • Preparing comparison charts with competition products and handing over the same to the sales team • Mentoring, training, developing teammates for career progression and learning • Analysing the team performance and guiding them to improve their efficiency

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
26	Assistant Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Bengaluru	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets assigned both Revenue Target & contribution target Scouting in the market for appointing New Preferred Partners Proactively assesses, clarifies and validates Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
27	Assistant Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Chennai	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
28	Assistant Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Chennai	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.
29	Assistant Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Hyderabad	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
30	Assistant Manager - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Mumbai	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
31	Assistant Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Ahmedabad	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients Customer service skills - conversion of queries & accuracy in quotes Complying with all extant policies / norms of the company / applicable statutory regulations Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

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32	Assistant Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1	2	Kolkata	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.
33	Assistant Manager - Leisure	SALES (MICE, CHANNEL, LEISURE)	FTE1	1	Delhi	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> • End to end customer management - Act as face of the Company to our retail customers and create WOW customer experience • Meets both Revenue Target & Contribution target assigned to him/ her from Direct clients • Customer service skills - conversion of queries & accuracy in quotes • Complying with all extant policies / norms of the company / applicable statutory regulations • Timely completion of all travel formalities of all the booked clients and in-time collection of the payments whereby ensuring complaint free service to the customers • Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance • Help subordinates to be more self-reliable, efficient, disciplined and motivated for their development. • Ensure training of staff at regular intervals to ensure that they are competent with product knowledge & selling skills.

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
34	Assistant Manager - Operations/Contracting (Third Party Products, Online Portals)	PRODUCT & OPERATIONS (THIRD PARTY PRODUCTS)	FTE1	1	Mumbai	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> Responsible to manage operation of all third party products & services such as all online portals such as GTA, Cosmos Globus, Cruise Liners, Rezlive etc. Coordinating with service providers for the various products Negotiating contracts with service providers Liaising with the Sales teams to drive Sales Tie-ups with the service providers for Joint promotions Maintaining records of bookings & payments Maintaining feedback for the products Market Analysis
35	Assistant Manager - Products/Operations (India Holidays)	PRODUCT & OPERATIONS (INDIAN HOLIDAYS)	FTE1	1	Mumbai	27 years	1. MTM or Equivalent/ MBA/ Graduate Engineer 2. Graduate may also be considered	1. 1 year for MTM or Equivalent/ MBA/ Graduate Engineer 2. 4 years for Graduates	<ul style="list-style-type: none"> Day to day operations of tours Itinerary Planning Maintain / update records of booked / cancelled passengers Liaising with DMC's, Sales Team & Ticketing Team Adherence of Operational Procedures Market Research & Analysis Enhance profitability and optimize revenues Ensuring proper execution of the tours and co-ordinate with regards to operational issues to ensure seamless travel experience
36	Sr. Co-ordinator - Visa & Forex	VISA & FOREX OPERATIONS	FTO2	1	Ahmedabad	30 years	Bachelor Degree (10+2+3)	1 year	<ul style="list-style-type: none"> To ensure 100% of booked passengers travelling on the booked departure date with timely & correct visa issued To ensure timely immediate and accurate updates of the visa requirements, visa fees, visa forms are emailed to passengers /sales staff To ensure development of rapport with the consulates / VFS wherever possible To ensure all invoices / payments / outstanding are cleared daily basis To update & maintain the daily visa tracking sheet Facilitating Forex Sales and delivery operations Facilitating Forex Sales and delivery operations

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
37	Sr. Co-ordinator - Visa & Forex	VISA & FOREX OPERATIONS	FTO2	1	Kolkata	30 years	Bachelor Degree (10+2+3)	1 year	<ul style="list-style-type: none"> • To ensure 100% of booked passengers travelling on the booked departure date with timely & correct visa issued • To ensure timely immediate and accurate updates of the visa requirements, visa fees, visa forms are emailed to passengers /sales staff • To ensure development of rapport with the consulates / VFS wherever possible • To ensure all invoices / payments / outstanding are cleared daily basis • To update & maintain the daily visa tracking sheet • Facilitating Forex Sales and delivery operations
38	Co-ordinator / Sr. Co-ordinator - Visa & Forex	VISA & FOREX OPERATIONS	FTO1/ FTO2	1	Bengaluru	FTO1 - 25 years FTO2 - 30 years	Bachelor Degree (10+2+3)	FTO1 - Fresher FTO2 - 1 year	<ul style="list-style-type: none"> • To ensure 100% of booked passengers travelling on the booked departure date with timely & correct visa issued • To ensure timely immediate and accurate updates of the visa requirements, visa fees, visa forms are emailed to passengers /sales staff • To ensure development of rapport with the consulates / VFS wherever possible • To ensure all invoices / payments / outstanding are cleared daily basis • To update & maintain the daily visa tracking sheet • Facilitating Forex Sales and delivery operations
39	Co-ordinator / Sr. Co-ordinator - Visa & Forex	VISA & FOREX OPERATIONS	FTO1/ FTO2	1	Delhi	FTO1 - 25 years FTO2 - 30 years	Bachelor Degree (10+2+3)	FTO1 - Fresher FTO2 - 1 year	<ul style="list-style-type: none"> • To ensure 100% of booked passengers travelling on the booked departure date with timely & correct visa issued • To ensure timely immediate and accurate updates of the visa requirements, visa fees, visa forms are emailed to passengers /sales staff • To ensure development of rapport with the consulates / VFS wherever possible • To ensure all invoices / payments / outstanding are cleared daily basis • To update & maintain the daily visa tracking sheet • Facilitating Forex Sales and delivery operations

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
40	Co-ordinator - Channel Sales	SALES (MICE, CHANNEL, LEISURE)	FTO1	1	Delhi	FTO1 - 25 years	Bachelor Degree (10+2+3)	FTO1 - Fresher	<ul style="list-style-type: none"> To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion Meets both Revenue Target & contribution target assigned to him/ her Scouting in the market for appointing New Preferred Partners Proactively assess, clarify and validate Partner needs on an ongoing basis as per company policy Ensure Partner compliance with Partner agreements Analysis Partner wise sales & performance - identify new business opportunities & threats Timely invoicing and collection
41	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	2	Delhi	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers Engage with customers to understand their tour packaging requirements Plan Travel Itinerary as per Customer's requirements Providing flight and fare enquiry & issuing domestic and international air tickets Arrange tour package in co-ordination with service providers, operations team and partners Act as counter sales/destination specialist to drive holiday sales Monitor the tour progress and escalate issues if any to immediate supervisor Communicate with customer and colleagues and maintain cordial relations End to end customer management To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
42	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	2	Bengaluru	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> • Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers • Engage with customers to understand their tour packaging requirements • Plan Travel Itinerary as per Customer's requirements • Providing flight and fare enquiry & issuing domestic and international air tickets • Arrange tour package in co-ordination with service providers, operations team and partners • Act as counter sales/destination specialist to drive holiday sales • Monitor the tour progress and escalate issues if any to immediate supervisor • Communicate with customer and colleagues and maintain cordial relations • End to end customer management • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion
43	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	1	Chennai	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> • Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers • Engage with customers to understand their tour packaging requirements • Plan Travel Itinerary as per Customer's requirements • Providing flight and fare enquiry & issuing domestic and international air tickets • Arrange tour package in co-ordination with service providers, operations team and partners • Act as counter sales/destination specialist to drive holiday sales • Monitor the tour progress and escalate issues if any to immediate supervisor • Communicate with customer and colleagues and maintain cordial relations • End to end customer management • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
44	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	2	Hyderabad	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> • Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers • Engage with customers to understand their tour packaging requirements • Plan Travel Itinerary as per Customer's requirements • Providing flight and fare enquiry & issuing domestic and international air tickets • Arrange tour package in co-ordination with service providers, operations team and partners • Act as counter sales/destination specialist to drive holiday sales • Monitor the tour progress and escalate issues if any to immediate supervisor • Communicate with customer and colleagues and maintain cordial relations • End to end customer management • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion
45	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	2	Ahmedabad	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> • Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers • Engage with customers to understand their tour packaging requirements • Plan Travel Itinerary as per Customer's requirements • Providing flight and fare enquiry & issuing domestic and international air tickets • Arrange tour package in co-ordination with service providers, operations team and partners • Act as counter sales/destination specialist to drive holiday sales • Monitor the tour progress and escalate issues if any to immediate supervisor • Communicate with customer and colleagues and maintain cordial relations • End to end customer management • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion

S. No.	Position	Category	Grade	No. of Positions	Location	Maximum Age (in Years)	Minimum Qualification	Minimum Post Qualification Relevant Experience (in Years)	Job Description
46	Leisure Consultant Trainee (LCT)	LEISURE CONSULTANT TRAINEES	LCT	3	Mumbai	25 years	MTM or Equivalent (minimum 60% marks required in the MTM or equivalent Degree)	Fresher	<ul style="list-style-type: none"> • Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers • Engage with customers to understand their tour packaging requirements • Plan Travel Itinerary as per Customer's requirements • Providing flight and fare enquiry & issuing domestic and international air tickets • Arrange tour package in co-ordination with service providers, operations team and partners • Act as counter sales/destination specialist to drive holiday sales • Monitor the tour progress and escalate issues if any to immediate supervisor • Communicate with customer and colleagues and maintain cordial relations • End to end customer management • To visit preferred Partner Agents & Travel Agents on regular basis - to follow up to maximise sales conversion

Note:

1. The cut-off date for post qualification relevant experience & maximum age is 07.12.2018. All candidates who are eligible as on the cut-off date may apply.
2. Maximum age is relaxable by 5 years for positions in Sl. No. 1 to 40 subject to candidate meeting the other qualifying criteria i.e. Minimum Qualification & Minimum years of post-qualification relevant Experience. However, no candidate beyond 58 years if age shall be engaged.

COMPENSATION

Selected candidates will be placed on three year fixed term contract. Compensation will be linked to qualification and experience and shall be as per the industry standards.

HOW TO APPLY

1. Pls. apply through the e-recruitment portal. To apply through the portal you need to first register. You can register using the following link: https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#.
2. After creation of your profile, pls. ensure that you apply against the appropriate position by going to the "Employment Opportunities" tab. Only creation of profile does not ensure consideration of your candidature for a job.
3. In case of any difficulty, please send your feedback by clicking on the "Feedback" link or mail to careers.ve@balmerlawrie.com.
4. Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> between 0000 hours on **21.11.2018** till 2359 hours on **07.12.2018**.
5. Please read The Other General Conditions before applying for the positions.

GENERAL TERMS & CONDITIONS

1. Before applying for the post, candidates should ensure that he/she fulfills the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the Appointing Authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
2. Incomplete applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
3. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
4. All the details given in the online application form will be treated as final and no changes will be entertained.
5. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The Company's decision shall be final in this regard.
6. The job description mentioned is only indicative. It may change based on the requirement of the Company and discretion of the management.
7. Only short listed candidates who are found prima facie eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
8. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be misleading or is not found in conformity with eligibility criteria mentioned in the advertisement.
9. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
10. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment whether through Interview / Written Test/ Group Discussion or all of these and the venue/schedule thereof.
11. The Company reserves the right to offer the position in appropriate lower Grade & Salary.
12. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
13. The Candidates should correctly enter the Start Date & End Date in DD.MM.YYYY FORMAT for work experience details as the same shall be reckoned for checking eligibility against Post Qualification relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
14. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of appropriate Court only.
15. The applicant must provide his/her correct and updated email id & mobile number. Please note that the intimation for interview, if shortlisted, will be sent through email only. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
16. The number of vacancies is indicative. The Company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time during recruitment process.

17. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
18. In case it is found at any stage that the candidate is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
19. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred for all appointments in BALMER LAWRIE & CO LTD and his/her application / appointment shall be rejected with no reimbursement of travel fare or in case of detection after appointment, his/ her services will be summarily terminated:
 - a. Has submitted misleading information or false documents
 - b. Has suppressed any relevant material fact(s)
 - c. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
 - d. Has resorted to unfair means during the Written Test /Recruitment process
 - e. Is found guilty of impersonation
 - f. Has created disturbance affecting the smooth conduct of the Selection Process at the centre/ venue for the process selected by the Company or at any other stage
 - g. Has uploaded non-human or irrelevant photograph.BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
20. The Location/ Place of posting mentioned are indicative, selected candidate shall be required to work in any location in India or outside the Country including assignments to Company's Joint Ventures/ Associates.
21. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
22. Any communication as regards extension of last date of application shall be published on the Company's website only.
23. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on the Company's website only. So the candidates must check the Company's website for updated details.
24. The application process will be closed at 11:59 pm on the last date for submission of applications.
25. No Correspondence shall be entertained by the Company with regard to recruitment.
26. Please note that no applications sent directly over email or telephone will be entertained. Interested applicants have to necessarily apply online on our website for the position. APPLICATIONS NOT RECEIVED THROUGH OUR WEBSITE SHALL NOT BE CONSIDERED.
27. Any query with regard to the application process may be sought by putting a feedback in the <http://balmerlawrie.com/feedback> link. The candidates can also mail to careers.ve@balmerlawrie.com.
28. The court of jurisdiction for any dispute will be at Kolkata.
