



Executive/Sr Executive – Admin

Location – Gurgaon

About K&S Partners

K&S Partners is one of the leading IP Law firms in India, with offices in Gurgaon, Bangalore, Pune, Mumbai, Chennai, and Hyderabad. In terms of its practice, K&S provides services across all aspects of Intellectual Property rights, including patents, plant varieties, designs, trademarks, copyright, geographical indications, trade secrets and related matters. Founded in 1994, it has over 370 people and is among India's top five IP firms

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Requirements/Criteria

- Home location should be Gurgaon or South Delhi
- A minimum of 4 years' experience in the travel industry.
- Should have worked on visa processing for a minimum of 2 years.
- Good communication, customer service, and interpersonal skills.
- A basic understanding of Geography.
- Strong computer MS Office skills.
- Certification in travel or hospitality may be advantageous.
- Should have handled employee strength of 300 plus employees.

Job Description

- Planning travel accommodation, booking flights, hotels, car rentals.
- Managing and processing all travel related documents for visa.
- Work on Contract: Negotiating with Hotel chains / travel agents to get best rates and services.
- Work on Quality without compromising the services.
- Should have experience in handling events, Conference, Offsites for more than 100 pax.
- The person will be responsible for maintaining forex, thus basic knowledge of issuance and surrender process.
- Ready to support business in contingency

- Research and staying updated on latest travel trends.
- Responsible for creating travel reports and do analysis to improve the service
- Ensure traveller's wellbeing by staying connected with travelling on their business trip.
- Active involvement in other Admin operations.
- Familiar with travel technology tools
- Work around firm travel policy and adhere to the policies and procedures.
- Responsible for vendor coordination, AMC renewal
- Preparing Monthly MIS for Admin and travel
- Preparing Budgets.
- Taking up Repair and maintenance activities at Office
- Support in Safety Audit
- Coordination in renewal of agreements.