

WORK VAPOR

Job Link: <https://workvapor.in/jobs/booking-manager-385980/>

HIRING ORGANIZATION

BookMySpot

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: India

BOOKING MANAGER

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Company: BookMySpot

Location: Remote / Kerala (Preferred)

About BookMySpot

BookMySpot is a platform that connects customers with unique stays, event venues, and shoot locations. We are expanding our team and are looking for a dynamic Booking Manager to handle customer enquiries, coordinate with host properties, and convert leads into successful bookings.

Key Responsibilities

- * Handle inbound customer calls, WhatsApp enquiries, and booking requests.
- * Understand customer requirements and recommend suitable properties.
- * Coordinate with host properties regarding availability, pricing, and booking confirmations.
- * Onboard new host properties and update property listings on the BookMySpot platform.
- * Follow up with prospective customers and convert enquiries into confirmed bookings.
- * Build and maintain strong relationships with host partners.
- * Ensure a seamless booking experience for both customers and property hosts.
- * Maintain accurate booking records and provide regular updates to the management team.

Requirements

- * Excellent communication skills in English and Malayalam.
- * Strong customer service and sales closing skills.
- * Confident in handling phone calls and WhatsApp communication.
- * Good negotiation and relationship management abilities.
- * Basic computer skills and familiarity with Google Workspace or Microsoft Office.
- * Self-motivated, organized, and target-oriented.

What We Provide

- * Company SIM card for official communication.
- * Marketing campaigns, paid advertisements, and strategic collaborations to generate leads.
- * Training and ongoing support to help you succeed.

How to Apply

If you have strong communication skills, enjoy interacting with customers, and are passionate about sales, we'd love to hear from you.

Reply with: "Interested to proceed" on WhatsApp +919847564069

Our recruitment team will get in touch with you regarding the next steps.

Pay: ₹20,000.00 per month

Benefits:

- Cell phone reimbursement
- Flexible schedule
- Health insurance
- Work from home

Language:

- Malayalam (Required)

Work Location: Remote