

WORK VAPOR

Job Link: <https://workvapor.in/jobs/booking-support-assistant-admin-assistant-373623/>

HIRING ORGANIZATION

RBE Vacation Homes Rental LLC

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

BOOKING SUPPORT ASSISTANT | ADMIN ASSISTANT

BASE SALARY

INR 10000 - INR 20000

DESCRIPTION

Operations Assistant / Admin

Company: RBE Vacation Homes Rental LLC

Work Type: Remote

Pay: ₹10,000 – ₹20,000 per month

Contact Email: rbevacationhomes@gmail.com, jose@rbehomes.com

We are hiring a reliable and proactive Admin / Operations Assistant. This is a remote job. The start is immediate. The work is for a holiday home business in Dubai.

You will handle guest communication and daily operations. You should be able to work independently. Good English is important. Flexible hours are needed because the work follows Dubai time.

Responsibilities

- Reply to guests on Airbnb, Booking.com, and WhatsApp
- Manage bookings and calendars
- Coordinate cleaning and maintenance teams
- Update pricing and availability
- Handle daily admin work
- Support operations and revenue tasks

Requirements

- Strong written and spoken English
- Good communication skills

- Organized and responsive
- Able to work independently
- Available during flexible hours
- Airbnb or Booking.com experience is preferred

Bonus Skills

- Property management system experience
- Short-term rental experience

How to Apply

Send your experience by email. If you have it, add a screenshot of your Airbnb or OTA work. Also send a short voice note introducing yourself.

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