

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/hybrid-office-work-part-time-admin-role-%e2%82%b96-%e2%82%b98-lpa-dial-to-travel/>

## HIRING ORGANIZATION

Dial To Travel

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

INDIA

? Remote work from: IN

## DATE POSTED

? February 28, 2026

# HYBRID OFFICE WORK, PART TIME ADMIN ROLE, ?6-?8 LPA | DIAL TO TRAVEL

## BASE SALARY

INR 600000 - INR 800000

## DESCRIPTION

**Company:** Dial To Travel

**Position:** Front Office Executive

**Industry:** Travel & Tourism

**Location:** Hybrid remote in New Delhi (Preet Vihar)

**Employment Type:** Part-time, Permanent

**Salary:** ?6 – ?8 LPA

**HR Contact:** Mr. Sumit – +91 8448759483

### Openings Info

- total openings: 1
- only female candidates eligible
- suitable for women returning to work
- experience: 0–1 year

### Role Summary

- manage front office and guest relations work
- handle basic coordination and visitor support
- maintain professional communication
- support administrative activities when needed

### Candidate Requirements

- good communication skills required
- graduation not mandatory
- polite and presentable personality preferred
- basic office handling ability

### **Work Setup**

- hybrid work model
- part-time permanent role
- office location in Preet Vihar, New Delhi

### **How to Apply**

Send your resume or contact on WhatsApp at 8448759483