

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tour-management-executive-assistant-hybrid-job-%e2%82%b912l-%e2%82%b914lpa-dial-to-travel/>

HIRING ORGANIZATION

Dial to Travel

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 8, 2026

TOUR MANAGEMENT EXECUTIVE ASSISTANT, HYBRID JOB

BASE SALARY

INR 1200000 - INR 1400000

DESCRIPTION

Company: Dial to Travel

Position: Executive Assistant

Industry: Travel & Tourism

Location: New Delhi (Hybrid – Preet Vihar)

Employment Type: Full-time, Permanent

Salary: ?12L-?14LPA

HR Contact: Mr. Nikhil – +91 9266350516

Role Responsibilities:

- Assist the head of tour management with daily operational tasks
- Coordinate travel planning and tourism related activities
- Communicate with clients and vendors regarding travel arrangements
- Support administrative and operational tasks within the department
- Maintain schedules, documents, and travel related records

Candidate Requirements:

- Only female candidates can apply
- Good communication and coordination skills
- Ability to manage travel and tourism related tasks

- Organized and able to handle administrative responsibilities

Eligibility Criteria:

- Graduation not required
- Freshers and candidates with up to 1 year experience can apply

Work Details:

- Hybrid working model
- Office location in Preet Vihar, New Delhi
- Opportunity to work in travel and tourism industry

How to Apply:

Send your resume or contact on WhatsApp at +91 9266350516