JOB DESCRIPTION – Knorr Bremse

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| Name of the client | Knorr Bremse |
| Website | https://www.knorr-bremse.co.in |
| Profile Name | Travel Desk Trainee |
| Payroll | NEEM |
| Qualification  | Graduate |
| Trade /Specialization/Branch | Any |
| Male / Female candidate | Any |
| No. of mandate / requirement expected | 1 |
| Fresher / Experienced (If experienced then No. of years ofexp required min-max) |  Minimum 1 year |
|  Workplace – detailed address | Palwal, Haryana |
| Hiring in Department / Function | Hospitality |
|    Key Responsibilities | * Manage end to end travel plans pan India efficiently and cost-effectively – airlines, trains, transport, and hotels
* Communicate with the person travelling regularly to keep them updated on logistics
* Handle all incoming travel requests and the processes that follow after
* Manage emergency changes/cancellations in a professional and calm manner
* Update HR on travel/leaves to be properly recorded
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|  Targeted Institute / Industry / Organization |  Any |
| Open to hire local candidates – (Yes/No) | Yes |
| Open to hire from other state – (Yes/No) | Yes |
| Weekly off | Saturday, Sunday |
| OJT period (Training period/Nesting period) |  |
| Stipend | INR 18000 - 22000 per month |
| Working hours (shift timings) | 9 Hours |
| Is there a provision of OT, if yes pls mention details | No |
| Is Food included | 12 rs per day |
| Incentive (Yes/No) , if Yes How much and what base | No |
| Dress code, if any (who will provide dress or any deduction for dress code) | No |
| Boarding / Lodging / Meal facility (Yes/NO) if yes plsmention rate in rupees per day | No |
| Transportation is provided by company (Yes/NO) if yes plsmention deduction in rupees per day | May be |
| Mandatory requisite (Bike, driving license etc specify if anyor say NA) | No |