

# TravClan - Operations Intern

## About us:

We are a well funded B2B travel tech startup. We have just closed a ~USD 5mn Pre Series A funding round despite the global pandemic and are looking to grow our Supply team. We are growing rapidly. We have crossed our pre-covid numbers. We want to become the world's biggest B2B travel company by enabling over million travel agents, travel entrepreneurs and influencers to grow their business, and achieving Annualized GMV of \$25 billion by 2026.

## Profile Overview:

**Operations** at TravClan is a key role that focuses on managing end to end booking operations across products while ensuring customer delight. Handling on ground operations, increasing GMV & processing bookings on time falls under few high priority activities undertaken in Operations.

## Growth Prospects:

- **Stipend Rs.15000 per month + Certificate** on successful completion of internship.
- **Letter of Recommendation or PPO** on delivering exceptional results with CTC ranging between 4 to 6 LPA.
- **Perks:** Informal dress code, Free snacks & beverages

## Whats on Offer:

- **Work with a young & passionate team** to excel and make an impact
- **Work directly with the Owners/Manager**
- Super **passionate team** with deep conviction which has stayed together during covid.
- Very **high ownership** role in a fast paced environment
- **Great Culture** -> No hierarchy / politics nonsense guaranteed!

## Our founding team:

The founding team has aced their respective leadership roles at successful internet startups in India, which are as follows:

- **Ashish- Cofounder**, leads technology, Ex CTO Cars24, CTO FabFurnish, Gaadi.
- **Arun- Cofounder**, leads product, Ex Cars24, TravelTriangle, TripFactory, IIM Bangalore.
- **Chirag- Cofounder**, leads business, Ex Oyo, TravelTriangle, IIM Ahmedabad, IIT Roorkee.

## Company Profile:

- You read the detailed company profile [here](#).
- To know more about us, have a look at a [few videos on Youtube!](#)

## What do we value?

- **We are a team of believers.** At the same time, we are constantly learning and growing. We are on an audacious mission and a rock-solid belief we can get there.
- **We dream big, yet we start small and start quickly.** We are not deterred by the extra effort needed to relentlessly execute, iterate, execute to realize our dreams.
- **We are a team of differentiated and ambitious individuals,** united by a common goal. We are a single team, where every member is important.
- **We believe flexibility in roles and freedom to execute ideas** are the two foundation values for aggressive growth.
- **We constantly protect and evolve our culture.** As a super energetic and experienced team, we want to enjoy the time we spend together.

## What we are looking for:

### Roles & Responsibilities:

- Handling all bookings and business operations related work
- Closely working with the suppliers in ensuring timely revert on queries & smooth post booking operations such as booking confirmations, sharing vouchers etc.
- Ensuring timely payments to suppliers and deliveries to customers.
- Effectively managing feedback and escalations from customers and vendors.
- Ensuring customer delight
- Regular and timely completion of agent KYC

### Desired Candidate Profile

- Ethical, hardworking, and 'passionate about startups' mindset
- Is available for a full time internship.
- Can start the internship immediately.
- Is available for a duration of 2/ 3 months.
- Has relevant skills and interests.
- Willing to learn more

## The Recruitment Process:

**1. Group Discussion & Aptitude Test:** The first step of the recruitment process is a 20-30 minute group discussion round, followed by a basic 30-minute basic aptitude test..

**2. Personal Interviews:** 2-3 video interviews. Detailed discussions about the job profile, company & candidature are discussed in these rounds.

**3. Extending an offer:** On successfully clearing the interview rounds, the job offer is extended to the candidate.

### **Important Points:**

- Office Location - Connaught Place (Work from office)
- 6 day work week (Monday to Saturday)
- One Saturday + All Sundays off every month.
- Timings - 9.30am to till work gets over

**Looking forward to having you on board with us!**