



Aurigene is a development stage biotech company engaged in discovery and clinical development of novel and best-in-class therapies to treat cancer and inflammatory diseases, and a wholly owned subsidiary of Dr. Reddy's Laboratories Ltd. Aurigene is focused on precision - oncology, oral immune checkpoint inhibitors, and the Th-17 pathway. Aurigene currently has several programs from its pipeline in clinical development and multiple compounds at different stages of pre-clinical development. Aurigene has partnered with many large and mid-pharma companies in the United States and Europe and has 15 programs currently in clinical development. Aurigene is a profitable company that has continuously invested in its people resources, infrastructure and expertise over the years.

<b>Position</b>	Executive/Sr. Executive – Travel Desk
<b>Location</b>	Bangalore
<b>Desired Profile</b>	MBA in Travel & Tourism with 4 - 8 years' experience
<b>Job Description, Key Skills and Competencies:</b>	<ul style="list-style-type: none"> <li>• Manage end to end travel plans for domestic and international requirements in an efficiently and cost-effectively manner</li> <li>• Handling of Visa applications and travel insurance as and when required</li> <li>• Liaison with travel agencies, hotels, guesthouse, and other vendors</li> <li>• Maintain reports for all travel related transactions</li> <li>• Resolve queries regarding ticketing/reservation/tours</li> <li>• Be the single point of contact for internal stakeholders with regards to all travel related queries</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Excel software Skills</li> <li>• Interpersonal Skills</li> <li>• Team Player</li> </ul>
<b>Company Overview</b>	Please visit <a href="http://www.aurigene.com">http://www.aurigene.com</a>
<b>Apply Now</b>	Please send your profile at <a href="mailto:joby_f@aurigene.com">joby_f@aurigene.com</a>