

Operation Manager (Office & Field)

Location: Dehradun, Uttarakhand (Operations Across Uttarakhand)

Company: Travelling Mantra

Employment Type: Full-Time

About Travelling Mantra

Travelling Mantra is a leading Uttarakhand-based travel and destination wedding company specializing in Char Dham Yatra, Himalayan tours, corporate travel, and destination weddings at iconic locations such as Triyuginarayan Temple. We are committed to delivering exceptional travel experiences through seamless planning and professional execution.

As we continue to grow, we are looking for a passionate and dedicated Operation Manager (Office & Field) to join our team.

Job Overview

The Operation Manager will be responsible for planning, coordinating, and executing tours, destination weddings, and travel operations across Uttarakhand. This role combines office-based planning with extensive field coordination to ensure every guest receives an exceptional experience.

Key Responsibilities

- Plan, coordinate, and manage destination weddings across Uttarakhand, including Triyuginarayan Temple.
- Execute group departures, customized tours, and pilgrimage packages.
- Coordinate with hotels, transport providers, photographers, decorators, caterers, and other vendors.
- Manage guest arrivals, departures, accommodation, and transportation.
- Monitor tour execution and resolve operational challenges in real time.
- Maintain strong relationships with local vendors and service partners.
- Ensure timely communication between sales, operations, and accounts teams.
- Supervise on-ground staff and tour coordinators.
- Maintain operational reports, travel schedules, and documentation.
- Ensure high standards of customer satisfaction and service quality.

Required Skills

- Excellent communication and interpersonal skills.
- Strong leadership and team management abilities.
- Outstanding planning and organizational skills.
- Ability to work under pressure and manage multiple operations simultaneously.
- Quick decision-making and problem-solving capabilities.
- Proficiency in Microsoft Office and Google Workspace.
- Professional attitude with strong customer service skills.

Eligibility

- Bachelor's degree in Tourism, Hospitality, Hotel Management, Business Administration, or related field (preferred).
- 1–3 years of relevant experience (freshers with exceptional organizational skills may also apply).
- Valid driving license is an added advantage.
- Willingness to travel extensively across Uttarakhand.
- Fluency in Hindi and English.

What We Offer

- Opportunity to work in the Himalayan region.

- Hands-on experience managing destination weddings and travel operations.
- Career growth, incentives, learning, and development.

Preferred Qualities

- Passion for travel and hospitality.
- Positive attitude and leadership mindset.
- Strong vendor and client relationship skills.
- Flexible during weekends, holidays, and peak travel seasons.
- Commitment to delivering memorable guest experiences.

How to Apply

Email: hello.travellingmantra@gmail.com

Subject: Application for Operation Manager (Office & Field)

Travelling Mantra

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www.travellingmantra.in

Join Travelling Mantra and become part of a team creating unforgettable journeys and destination weddings across the Himalayas.