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# Example of Business Travel Manager Job Description

Our company is searching for experienced candidates for the position of business travel manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business travel manager

* Become a subject matter expert and help shape overall direction of the Program
* International travel expected and required as additional business travel lanes are planned, designed and implemented
* Additional responsibilities to be defined as the Program matures and transitions into on-going operations
* Provide local perspective on preferred approach by working closely with internal cross-functional stakeholders across Partner Services, Customer Experience, Marketing, Product, and Analytics
* Prospect for new contract business using a wide variety of methods including phone calls, outside sales calls, attending community functions, internet prospecting, supplier partnerships, trade journals
* Negotiate and close contracts that meet the hotel's business plan objectives
* Preparation and presentation of P&L statements covering customer profitability
* Create monthly reports on WHS / RET development per region (sales, KPI´s, BP´s )
* Administer the marketing automation platform, managing the strategy, roadmap and data quality
* Work with outside agencies and internal technical teams on systems integration

## Qualifications for business travel manager

* P&L-Finance skills
* Commercial Account Planning
* Result orientated mindset
* Minimum one - three years hotel sales experience
* IBT market knowledge preferred
* 3+ years’ experience in project work and process re-engineering including involvement in project planning, project execution, requirements and solution development, process mapping and service improvement