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# Example of Business Travel Manager Job Description

Our growing company is looking for a business travel manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business travel manager

* Managing vendor relationships and engaging with stakeholders at all levels
* Acting as an escalation point for complex issues, and creating an environment that supports a culture of trust, respect and integrity irrespective of geographical location
* Develop and build good relationships with your team whilst developing and mentoring talent
* Conduct the appropriate number of performance management/reviews and appraisals
* Manage absenteeism, sickness and holidays
* To support customer bookings and enquiries to maintain KPIs and SLAs
* Assist with out of hours management cover
* Ensure that customer complaint processes and procedures are adhered to and corrective action is taken
* Responsible for managing the monthly estimate process, which includes working closely with Brand Management to project forward revenue by analyzing retail vs
* On-going review of monthly retail and net sales and P&L performance, highlight key line-item spending variances for prompt follow-up by Brand Management, track actuals vs

## Qualifications for business travel manager

* Very good knowledge of French TMC ‘s ecosystem and travel related ecosystem
* 3 to 5 years experience in partner management and development
* Experience in negotiating partner agreements
* Collaborate with the technical teams to realize solutions for each thematic solution area, including reference architectures, patterns, automation for one-click deployment, release plan
* Education- an MBA is desired
* Strong computer literacy with MS Office Suite of programmes is essential