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# Example of Corporate Travel Consultant Job Description

Our innovative and growing company is looking to fill the role of corporate travel consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate travel consultant

* Exceptional communication skills including the ability to listen and empathize to anyone in any situation
* Ability to analyze a customer based on history and make relevant offers
* Excellent ability to maintain composure with customer while striving toward superior customer service
* Effective questioning and listening
* Act as a liaison, provide product/services information and resolve any emerging problems that our customers might face
* Have a customer orientation and ability to adapt/respond to different types of characters
* Establish and develop relationships with customers and co-workers
* Booking flights, hotels, trains, cars for VIP Customers
* Multiple pre booking for VIP customers
* Waiting list

## Qualifications for corporate travel consultant

* Reminders to PA
* Daily follow up
* VIP Profile
* Registration to Loyalty program, book and issue Miles tickets
* Flight tracking to follow the traveler
* Private booking for VIP’s Family members