Downloaded from <https://www.velvetjobs.com/job-descriptions/travel-administrator>

# Example of Travel Administrator Job Description

Our company is searching for experienced candidates for the position of travel administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for travel administrator

* Facilitate credit card application process including inputting new and replacement card applications
* Oversee music updates to stores and follow up with vendor in case of delays or technical errors
* This incumbent will also coordinate and handle a large volume of travelers for programmatic events that require participants to travel internationally
* Using FTMS, generate requested reports
* Post invoices into accounting
* Communicate with vendors to resolve account discrepancies and respond to vendor inquiries
* Develop and execute programs designed to attract and service tour and bus groups, including database management, incentive packages, promotions, and telemarketing
* Confirm the validity and implement the redemption of promotional eBonus codes in ACSC associated with the Hollywood Casino Jamul Bus Program in conjunction with Player Services’ already established procedures, utilization of accessing the database to measure the results of the program
* Responsible for planning and execution of Community Outreach activities, including meeting planner tours and trade shows
* Process employee applications

## Qualifications for travel administrator

* Proficiency in multi-cultural environment
* To assist with credit control
* The equivalent to a bachelor's degree in Business or a business related field and two years of travel/hospitality and customer service experience, or equivalent combination of education and experience in a related area is required
* Ability to mediate, resolve conflict and take corrective/disciplinary action when needed
* Specific experience working with travel agency, rental car, and hotel personnel
* Public speaking ability (for the purpose of conducting training workshops)