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# Example of Travel Assistant Job Description

Our innovative and growing company is looking to fill the role of travel assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for travel assistant

* To process duty travel requests for the European/Asia & Pacific Division
* To liaise with other airline counterparts Interline Travel offices
* To process other airline requests for duty travel
* To process IATA 788 letters to other airlines
* To process refunds on duty travel tickets
* To manage generic email inbox
* To liaise with Supervisor on any key issues relating to staff travel on process/procedures
* To issue revenue tickets for Sales and Marketing customers
* To reconcile daily ATAC report
* To support & ensure compliance of corporate audit requirements

## Qualifications for travel assistant

* Prepare open-to-buy budgets and orders from designated accounts
* NJ Physical Therapist (PT) and/or Physical Therapy Assistant (PTA) license
* High problem solving capability to deliver on driving closure on payment issues within our SAP system with stakeholders
* Independence, to drive actions and accountability across other departments
* Ability to analyse and provide solutions on issues
* At least three (3) years of experience in an administrative position, with experience supporting executives is required