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# Example of Travel Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of travel assistant. 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 assistant

* Calculates and initiates entitlements for all such travel and submits to the Unit Supervisor for approval, , airfare, excess baggage entitlements, terminal expenses, airfreight entitlements, daily subsistence allowance for staff and dependents on traveling on missions
* Reviews travel claims and supporting documentation for completeness, accuracy and validity, prior to forwarding to the Accounts Division
* Calculates daily subsistence allowance for travel for senior UN staff or mission assignees and appointments, and other UN Staff, taking into account whether meals will be provided, which stopovers are designated official business or personal
* 5-7 years of experience in high volume AP and adjacent activities
* Accounts Payable helpdesk/T&E call (inbound/outbound) experience
* Should have led AP team of at least 20-30 members
* Knowledge of MS Office (Outlook, office, word)
* Current designation should be Management Trainee / Assistant Manager
* Position requires a U.S. Embassy Check
* Perform nuclear stress testing, treadmill stress tests, device checks, and patient visits

## Qualifications for travel assistant

* Proficiency in Microsoft Office (Word, Excel, Power Point) with an emphasis in creating PowerPoint presentations
* Self-starter with excellent oral and written communication skills with an ability to effectively manage multiple projects simultaneously
* Active New York State Physical Therapy Assistant license
* Engineering school / Business School
* Knowledge in Payment and Travel Industry
* Mix of business and functional