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# Example of Travel Assistant Job Description

Our growing company is looking for a 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

* Prepare, and execute creative set up for Visual Weeks, retailer and sales meetings
* Design and oversee production of customized merchandising elements for Tom Ford Beauty Travel Retail/Multi-Specialty retail environments
* Aid in design and oversee production of customized merchandising elements for Tom Ford Beauty retail environments
* Under the direction of the Corporate Travel Manager
* Calculates airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff and dependents traveling on missions
* Provides information to staff and consultants on the most direct and economical route, and plans routings and itineraries plus the most economical airfare rates for such travel as permitted by the rules and regulations
* Provides information on rates and travel schedules for specific itineraries
* Contacts airlines or travel agency to make reservations at least expensive fares, and requests issuance of tickets
* Initiates requests for visas
* Reviews of travel claims and supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN Rules

## Qualifications for travel assistant

* The candidate shall prepare documents in accordance with Army Regulation 25-50 , Preparing and Managing Correspondence to include preparing Department of the Army memorandums, letters, executive summaries, Information Papers and staffing of correspondence (preparing Staff Action Summary Sheets - HQ MEDCOM Forms 540)
* Be proficient in the use of Defense Travel System and coordinate numerous travel itineraries simultaneously
* Responsible for maintaining calendars for Commanders, PjMs, Directors, Deputies, Branch Chiefs and staff
* The candidate shall participate in meetings and shall perform other duties to include, but not limited to, coordinating and schedule meetings, seminars, VTC's, and DCO's between USAMMDA and other internal and external agencies
* Provide administrative support to the assigned Division/Project Management Office (PMO), to include the Director/Project Manager (PjM), Deputy Director/PjM, Branch Chiefs and staff members to include providing situational back-up support to other PMOs
* Must have experience with Army Regulations