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# Example of Travel Coordinator Job Description

Our growing company is looking to fill the role of travel coordinator. 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 coordinator

* Benchmark, analyze, monitor, and report on travel expenditures and opportunities for cost savings and enhanced service
* Consolidate provider reporting and provide management reporting of travel and credit card expenditures across budget units (Unused ticket report management & Airfare Points programs)
* Assist in finding travel services, credit card and innovative payment solutions for international (in-country) and domestic traveler needs
* Manage all travel arrangements to the CEO- booking, frequent flyer miles, personal points program travel cards, transportation services, seat assignment Follow up on all flights 24/48hr prior to departure to assure accuracy and there are no issues
* Assist with Procurement Buys and Subcontracts Administration
* Perform analysis & estimates of costs and price analysis, reviewing & assessing terms, conditions and provisions of agreements for complex solicitations
* Reviews & analyzes vendor quotes, proposals, and pricing requests
* Plan and administrate coach, train and ferry transfers
* Plan and administrate student accommodation
* Communicate transportation plans to relevant parties

## Qualifications for travel coordinator

* High capacity to adapt
* Organized approach to work and ability to work under time/target pressure
* Quality conscious, attention to detail and supportive of a preventative culture
* Support 12 hour work shift schedule
* Knowledge of a GDS preferred
* Action all external travel requests for clients, visiting guests