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

# Example of Travel Executive Job Description

Our company is growing rapidly and is looking for a travel executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for travel executive

* Bi-Monthly review of promotion reserves and reallocation as needed
* Maintain Product Assortment and update changes as needed
* Work with Pricing Analysts to ensure new product price list are issued on a timely manner for retailers’ order purchase
* Analyze market trends and competitors by tracking new products and market development
* Assist RMM with conferences and marketing presentations
* Establish good relationship with all Asia Pacific affiliate Marketing Executives and Managers
* Assist RMM on preparation of background sales information for forecasting of all saleable and non-saleable products
* Works with RMM to ensure timely turnaround of Promotional Inventory Report and action plan for Promotional Reserve Excess Report and Top 30 Excess List
* Digital Marketing – To work with RMM and the Corporate Digital team to ensure timely receipt of online assets for select retailer sites and work on any related issues
* Perform excel upload for Singapore, Thailand and Oceania claims into SAP

## Qualifications for travel executive

* Ability to work well in a team environment being independent
* Highly proficient in MS Office and MS Project or Project Management related software
* Position requires 10+ years experience in Marketing or related field
* Ability to achieve performance goals and meet deadlines in a fast paced global environment
* Associate’s or Bachelor’s degree in Business Administration or related field or 4 yrs
* Provide the needed administrative support to ensure effective and efficient meeting and event planning