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# Example of Travel Executive Job Description

Our innovative and growing company 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

* Research customized information for VIP utilizing other resources such as American Express Platinum Desk and Andrew Harper
* Chartering of private aircraft to include booking, catering, and flight following
* Airport “meet and greet services”
* Maintains CEO and family members client profiles, ensuring special requests and frequent flyer
* Assists with acquiring passport, passport renewals and visas
* Maintain Personal and Corporate refund logs for Office of CEO
* Maintain Excel spreadsheet of all charters and commercial flights taken by CEO and Spouse
* Maintain strict confidentiality of executives travel information
* Reservations – domestic and international (air, car, hotel, - online and GDS)
* Direct billing vendors as required

## Qualifications for travel executive

* Strong results orientation, with the commitment and drive to achieve a retention goal in a competitive business environment
* Excellent communication skills at all levels and ability to adapt a communication style depending on audience while maintaining a professional and credible demeanor
* Exposure to Communications and Public Relations
* Event management (press events, fairs)
* Self-runner, independent
* Informing skills