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# Example of Travel Executive Job Description

Our growing company is looking for a travel executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for travel executive

* Building and updating profiles in Concur
* Ensure timely issuance of TR APAC-specific Marketing Calendars, Visualization Calendars and Newness and Basic assortments to the team by working hand in hand with TR Worldwide team and Logistics
* Assist RMM in evaluating launch strategy by market and feedback to NY
* Work closely with VM to develop locally relevant POS materials or adapt NY materials where necessary, including coordination of translation and production
* Determine allocations per door for newness and communicate to sales team
* Communicates with NY TR and distribution centre to monitor shipping dates and maintain allocation sheets and monthly report to identify potential inventory issues
* Directly responsible for the assigned travel agency outlets’ top line performance with focus on meeting – and exceeding – revenue budget targets
* Under guidance from management, perform analysis on sales results to determine best course of action to meet sales targets
* Reach sales goals within agreed underwriting, risk profile, and expense guidelines
* Administrative tasks which could include, and are not limited to, the organization of promotional events, samples ordering process, updating master data, database maintenance, artworks

## Qualifications for travel executive

* 5 to 7 years of related experience in the digital or media industry
* Strong knowledge of skincare, makeup artistry skills
* Excellent destination information with a passion for leisure travel product knowledge
* Actively scan the Benelux online & leisure travel market to identify business needs & sales opportunities
* Generate & follow-up on sales leads & opportunities for the development of new business offerings or enhancement of existing business
* Actively support the Sales Manager & the sales team in complex sales processes related to online & leisure travel customers in order to secure profitable sales & realistic delivery commitments