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# Example of Travel Support Job Description

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

## Responsibilities for travel support

* Maintain data (correct data-entry, completeness and accuracy)
* Assist travelers in resolving automated travel system (i.e., Defense Travel System) and other travel-related issues
* Conduct organizational maintenance to ensure routing lists are accurately configured in automated travel system (i.e., Defense Travel System)
* Identify delinquent Government Travel Charge Card (GTCC) account holders in order to coordinate corrective action
* Use automated travel system (i.e., Defense Travel System) to maintain profiles and required elements
* Transfer newly joined command personnel into the unit's hierarchy to ensure the system reflects current personnel and their status
* To handle telephone calls relating to post booking operations such as changing a booking, making payments and other general enquiries
* Responding to reservations emails
* Preparing and distributing tickets for our journeys and packages, and generally supporting the ticketing process
* Administrating gift certificates

## Qualifications for travel support

* Flexibility to work during some holidays and some weekends based on business need
* Knowledge in troubleshooting software/hardware issues
* Understand formats and GDS commands, the difference between air, car and hotel functionality in the GDS
* Recent experience with administering an online booking tool
* Bachelor’s or Associates degree in a technical field or equivalent experience
* Advanced English(Business writing a plus)