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# Example of Travel Team Leader Job Description

Our growing company is looking for a travel team leader. 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 team leader

* You will manage and distribute the work of functions within Account Management, primarily for the SME segment and AM Support
* You will be planning and executing tasks towards goals
* You will take up reporting and analytics and follow up on key figures and profitability
* You will support the development of sales budget, forecast, goal achieved on the AM / customer portfolio and support Account Managers with reports and statistics to the customer
* You will ensure that your team has the skills and tools to fulfill their duties
* You will ensure that Salesforce is updated continuously
* You will support the Director of Account Management with the development of customer segmentation, goals and campaigns
* Management and motivation of accountants
* Ensure ethical and accounting principle compliance
* Ensure smooth daily operations by proper allocation of transactional volume to the team/ avoid workload allocation issues or improper allocation leading to inefficiencies of some and overload of other employees

## Qualifications for travel team leader

* Demonstrated passion for service with the ability to resolve customer issues and concerns
* Minimum 5+ years travel industry experience required
* Axcess@Home Agent must complete and meet the requirements of the Work Environment and Safety Assessment
* Pacific, Mountain or Hawaii-Aleutian Time Zones preferred
* Minimum 2-3 years Leadership experience within a Call Centre environment
* Must be FAIS Compliant and have completed the RE(Regulatory Exam)