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# Example of Travel Job Description

Our company is looking to fill the role of travel. 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

* Generating story ideas and managing the Travel channel editorial calendar
* Connecting with PR, social, and audience development teams on stories, images, and interviews
* Updating the Travel channel daily with fresh content, either self-written or from contributors, for an approximate total of 25 pieces of content per week
* Resolve any technical issues with stories or channel homepage with the help of the dev team
* Work with photo editor to maintain high quality of images and overall look of channel homepage
* Keep up-to-date with new travel products, hotel openings in key markets
* Prioritise bookings, send quotes, seek approval, book trip, send documents plus reminders and additional info in a timely manner
* Improve advance-booking
* Send City Guides and emergency contact information plus any specific requirements ahead of every trip
* Other office administrative and ad hoc duties as required for the Travel Department

## Qualifications for travel

* Able to work in a start up environment with limited resources
* Must have proven mid skill level to interpret project documents, including but not limited to, spreadsheets and billing documents
* GDS Knowledge - preferably in Sabre
* Support with Concur upgrades, enhancements and issues
* Identify exceptions and anomalies relating to expenses and credit card usage, including highlighting potential misuse of credit cards
* Reward scheme – online discounts on products & services including flights & accommodation offers