



# Example of Business Travel Manager Job Description

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Our company is growing rapidly and is looking for a business travel manager. 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 business travel manager

- Work on monthly and quarterly financial reporting, for example monthly management reports and retail sales commentaries, quarterly flagship and magic quadrant reports 10%
- First point of contact for enterprise travel buyers/clients
- Manage key partners by building deep relationship with the relevant stakeholders
- Liaise with key accounts and Sales Managers to solve ongoing issues
- Work with Sales Managers and client on long-term goals and new initiatives to maximize growth and meet customer needs
- Grow usage and adoption of the service in accounts
- Work closely with internal cross-functional stakeholders across Customer Experience, Marketing, Product, and Analytics
- Within the agreed framework of WTR strategies and Annual Financial Budgets develop and successfully implement a Business Development plan for the area / key accounts / markets to deliver the annual objectives
- Propose a merchandising and promotions plan and ensure its implementation in order to optimise WTR's point of sale exposure
- Ensure full compliance with all relevant legislation and company policies and practices in the area of responsibility

## Qualifications for business travel manager

- Bachelor's degree, MBA degree preferable
- Demonstrates excellent written and verbal communication skills to effectively communicate with all levels of management
- Post-graduate/MBA (or Bachelor's degree with at least 7+ years of relevant experience)
- HR Operations/tax/payroll background a plus
- Elaborate and ensure forecast accuracy for the given area, in conjunction with Senior Development Manager and CSC requirements