



Example of Business Travel Manager Job Description

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Our innovative and growing company 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

- Provide local support to properly execute WTR participation in regional trade fairs / events
- Drive the relationships necessary to reach mutually beneficial objectives and the cross-functional commitments to achieve them
- Provide quarterly updates (at a minimum) to executive teams short, mid, and long term strategic and tactical plans
- Own the definition and execution of the partner launch plan for new business unit partners
- Acts as thought leader to advise Global Business Travel Tax Operations leadership not only on project definition and execution, but on the overall Program's design and execution identifying opportunities to make Program more effective and efficient
- Assess and create plan to deliver and drive the Program – determine needed resources and methods to drive success
- Build and lead team consisting of direct hires and aligned resources across multiple stakeholder organizations
- Develop detailed project plans and drive execution, ensuring tasks are delivered on time and on budget using best in class project management methodology, tools and techniques
- Will be personally accountable for execution of certain high-level project tasks, while supporting other team members on the execution of defined work streams

Qualifications for business travel manager

- Cross-cultural knowledge
- Ability to achieve superior results in different markets with varying degrees of maturity
- 3-5 years in a similar function
- Export or international experience
- Duty Free / Travel Retail experience is a must
- Key national and sales account management