



Example of Business Travel Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a business travel manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business travel manager

- Managing vendor relationships and engaging with stakeholders at all levels
- Acting as an escalation point for complex issues, and creating an environment that supports a culture of trust, respect and integrity irrespective of geographical location
- Develop and build good relationships with your team whilst developing and mentoring talent
- Conduct the appropriate number of performance management/reviews and appraisals
- Manage absenteeism, sickness and holidays
- To support customer bookings and enquiries to maintain KPIs and SLAs
- Assist with out of hours management cover
- Ensure that customer complaint processes and procedures are adhered to and corrective action is taken
- Responsible for managing the monthly estimate process, which includes working closely with Brand Management to project forward revenue by analyzing retail vs
- On-going review of monthly retail and net sales and P&L performance, highlight key line-item spending variances for prompt follow-up by Brand Management, track actuals vs

Qualifications for business travel manager

- Very good knowledge of French TMC 's ecosystem and travel related ecosystem

- Collaborate with the technical teams to realize solutions for each thematic solution area, including reference architectures, patterns, automation for one-click deployment, release plan
- Education- an MBA is desired
- Strong computer literacy with MS Office Suite of programmes is essential