



Example of Corporate Travel Consultant Job Description

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Our innovative and growing company is looking to fill the role of corporate travel consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate travel consultant

- Exceptional communication skills including the ability to listen and empathize to anyone in any situation
- Ability to analyze a customer based on history and make relevant offers
- Excellent ability to maintain composure with customer while striving toward superior customer service
- Effective questioning and listening
- Act as a liaison, provide product/services information and resolve any emerging problems that our customers might face
- Have a customer orientation and ability to adapt/respond to different types of characters
- Establish and develop relationships with customers and co-workers
- Booking flights, hotels, trains, cars for VIP Customers
- Multiple pre booking for VIP customers
- Waiting list

Qualifications for corporate travel consultant

- Reminders to PA
- Daily follow up
- VIP Profile
- Registration to Loyalty program, book and issue Miles tickets
- Flight tracking to follow the traveler

