



# Example of Corporate Travel Consultant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is searching for experienced candidates for the position of corporate travel consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate travel consultant

- Ensure the control and monitoring of VIP bookings
- Respect VIP processes implemented by the Team leader
- Identify claims/issues and take the lead to find a solution and ensure a good communication with PA and/or VIP
- Inform PA and/or VIP concerning VISA requirement
- Obtain the company mandated 52 hours per year of training with Expeditors related classes and/or industry classes and seminars to remain current of travel trends
- You will create the offer, and make sure all involved suppliers deliver offers quickly
- You will provide support to our corporate customers and suppliers, building and maintaining excellent client relations
- You will research and solve problems related to reservations, providing priority wait-listing, preferred seat selection and upgrade management as requested by customers
- You will make recommendations regarding efficient and alternate routes, lowest available fares, booking classes, exchange rates and travel products and services
- You may also follow up on customer service issues and find resolutions and may assist with visa and/or passport processing, voids, refunds, exchanges and split ticketing

- We believe in the Scientific Method
- We act as One Team
- Available to work Tuesday to Saturday, 8am to 6pm AEDT
- Minimum of two (2) + years active Travel Consultant experience or recent travel school graduates
- Last but not least you will liaise with client corporations and contracted and preferred suppliers to find good solutions for both sides
- Provide consultative multi-country/multi-carrier routings for best fares and preferred carrier usage