



Example of Corporate Travel Consultant Job Description

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Our company is looking to fill the role of corporate travel consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for corporate travel consultant

- Ensure optimum customer service while coordinating client travel policy responsibilities
- Can fulfill basic requests regarding necessary regulations (DOT, TSA, passports, visas)
- Prepare thorough trip itineraries as requested by individual travelers using preferred vendors
- Provide multi-media and technical support
- Research all client needs to the fullest extent and counsel appropriately
- User help desk – HRG products
- Exceptional Sabre skills
- Must have the ability to effectively multi-task while maintaining professional rapport with corporate clients
- Candidates should possess decisive and successful problem solving skills
- Consistently provide the highest level of customer service and integrity

Qualifications for corporate travel consultant

- Minimum 2 years' relevant work experience in Corporate Travel for day shift, at least 5 years' experience in Travel for night shift
- Excellent knowledge of GDS system is a MUST
- Minimum 2 years' relevant work experience in Corporate Travel for day shift,

- We are Transparent
- GDS system experience is REQUIRED