



# Example of Corporate Travel Consultant Job Description

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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

- Serve as a customer liaison between clients and contracted and preferred suppliers
- Minimum of 5 + years active Travel Consultant experience in the past 2 years
- Must be able to take direction and work well in a team atmosphere independently in the absence of supervision
- Managing bookings for air, hotel and car hire organising transfers, travel insurance and visas for business travellers
- Previous business/corporate travel experience preferred
- A good, recent working knowledge of Sabre/GDS to include fares and ticketing - this is a must-have
- Fares and Ticketing expertise - ideally with certification too
- A warm and friendly telephone manner, to inspire confidence and build rapport
- Transacting all clients travel requirements (domestic and international), in a timely, accurate, friendly and helpful manner in accordance with minimum standards - including international and domestic airfares
- You will consistently provide the highest level of customer service and integrity

## Qualifications for corporate travel consultant

- GDS system experience is REQUIRED (SABRE, Apollo, or Amadeus)

- Minimum of 2 years Sabre GDS experience
- Personal Windows-based computer with monitor, speakers and anti-virus software
- Experience with GDS systems, ability to read, define and apply fare rules, taxes and hub utilization