



# Example of Corporate Travel Consultant Job Description

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Our growing company is hiring for a 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

- You will adhere to company service guidelines, promote and sell corporate-contracts and preferred suppliers
- You will effectively use all technology systems and tools to ensure consistency and adherence to processes and procedures
- You will research and solve problems related to reservations
- You will use proper documentation for each call or email
- You will make recommendations to clients, , efficient and alternate routes, lowest available fares, booking class, exchange rates, and travel products and services
- You will serve as a customer liaison between clients and contracted/preferred suppliers
- Monitor and manage email air folder and GDS queues for program
- Appropriately responds to customers inquiries
- Seeks assistance from others for the resolution as appropriate
- Offers suggestions to the customer and anticipates needs

## Qualifications for corporate travel consultant

- Meeting Planner Experience preferred
- Experience with meeting planner tools a plus
- Strong time management and organisational skills including multi-tasking and

- Canadian residency REQUIRED
- Minimum 2 years strong international reservations experience
- Experience in a corporate online support center and/or corporate travel consultant experience