Example of Travel Assistant Job Description

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Our innovative and growing company is hiring for a travel assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for travel assistant

- Complete device checks, both by phone and in person
- Work in collaboration with physicians
- Take over all employees and travelers expenses using the Travel and Expense web based system (Intellilink) and ensure queries are solved within a month
- Accurate coding and filing of travel and entertainment expenses for audit engagements
- Maximizing the functionality of the IT Systems -in working towards process improvement with Intellilink
- Assign System Administration to this individual
- Ensuring all Individual Corporate Card and travel corporate transactions are assigned to respective employees
- Ensure accurate data is exported from the Intellilink System when required for special reports
- Audit compliant and reconciliation of original receipt to the expense report
- Follow up with the Users and Management for any discrepancies

Qualifications for travel assistant

- Excellent computer literacy - esp
- Active New Jersey State Certified Occupational therapy license
- BA in a related field (Journalism, Communications)
- Relevant work and internship experience