



Example of Travel Associate Job Description

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Our growing company is searching for experienced candidates for the position of travel associate. 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 travel associate

- Jorge Jimenez
- Director of Human Resources, Finance and Administration
- Hr@advanceproj.org
- Women and people of color are strongly encouraged to apply
- Leads travel reconciliation process and manages internal client relationships, which includes oversight of travel assistant's work and answering questions about charges
- Write and edit some of T+L's core travel content, including material relating to hotels, airlines, travel agents, and more
- Contribute both stand-alone front-of-book magazine and be a part of the team that produces some of T+L's regular franchises, such as World's Best, It List, and Where To Go
- Produce daily content for the web, work on longer-term digital projects, such as destination guides and new digital verticals
- Take regular desksides, attend industry events, and serve as an ambassador for the T+L brand
- Be an active participant in T+L's social strategy, including contributing to Facebook Live, Instagram Stories, and Snapchat

Qualifications for travel associate

- Eligible for Monthly Incentive Pay Plan

- Manage the Ground Transportation Program which would include the preferred car service, rail and car rental programs
- Support the firm's overall travel technology strategy and other departmental projects
- Minimum 3-5 years of business/ customer service experience