



Example of Travel Associate Job Description

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Our growing company is looking for a travel associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for travel associate

- Interact daily with the outsourced vendors and internal business partners that provide or receive various travel/meeting goods and services
- Initiate strategy for and research, develop and author communications to be used to communicate with the campus population via Dlife, Travel/Meeting Website, newsletters or conference calls
- To inform the Manager of all complaints received, on errors that may have been made or operational difficulties that are being experienced so that measures can be taken to resolve the problem
- Communicates customer operations requirements to all concerned and servicing locations
- Leads travel reconciliation process and assists in managing internal client relationships, which includes answering questions about charges
- Travel and Accommodation / Corporate Housing
- Provide standard and ad hoc expense reporting and analytics to line of business owners and EC Level management
- Manage end to end expense reimbursement process with Accounts Payable
- Provide expense reporting audit support against the corporate policy
- Partner with Information Technology to ensure all systems are functional and meet on going requirements related to travel and expense management

Qualifications for travel associate

- 1 year of enterprise level experience or equivalent in category management, strategic sourcing, procurement, or supply chain management

- Undergraduate degree in business, management or a fashion related subject
- Maximum 2 years of relevant experience
- Advanced Microsoft Office in particular Excel and PowerPoint