



Example of Travel Associate Job Description

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Our company is looking to fill the role of travel associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for travel associate

- Perform administration functions for a large procurement card program
- Understand fraud detection processes and address suspicious card activity with the card provider
- Manage and audit expense reports to ensure that they are in line with company policy
- Troubleshoot and resolve issues related to various departmental systems effecting travel and expense activities
- Manage travel supplier relationships and agreements – travel management company, expense reporting company, credit card provider, airlines, hotel and car suppliers
- Communicate relevant program information to the user community
- Coordinate and process meetings and events contracts
- Oversee the travel risk management function
- Ensure an accurate and timely response is made to all customers
- Assisting customers with reconciling their corporate card accounts

Qualifications for travel associate

- At least 1 year of health care information technology (HCIT) work experience
- Experience in Long Term Care, Rehab, Behavioral Health or Revenue Cycle
- Must be able to work under stress and meet deadlines
- High degree of customer service skills
- Strong administrative and data analytic skills

