



# Example of Travel Coordinator Job Description

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Our company is looking to fill the role of travel coordinator. 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 coordinator

- Track and maintain company travel issues as they occur and see them through to closure
- Monitor travel policy compliance
- Escalate all necessary traveler requests and/or concerns to traveler's Supervisor and Manager
- Coordinate travel for clients, vendors and employees and make arrangements/reservations for air travel, hotel accommodations, dining reservations, ground transportation
- Proactively track flights for delays and cancellations and help travelers find alternative arrangements
- Maintain client and employee history of travel-related preferences (likes/dislikes, airline and hotel membership numbers, dietary restrictions)
- Serves as travel contact between remote production crew and in-house travel department to coordinate all travel needs for remote event personnel
- Assists in day-to-day processing and tracking of remote event travel logistics
- Communicates with Production Management to ensure travel information is current and accurate
- Liaises with Production Management and Legal to finalize hotel contracts

## Qualifications for travel coordinator

- Capture all travel related costs and input into the costing module

- Must be able to work weekends during certain times of the year
- Must be self-disciplined and self-motivated and have the ability to comprehend the extensive production operations and schedules
- Knowledge of sports remote travel and production requirements a plus
- A general Degree holder with a minimum of 2 years' relevant experience or a Diploma holder in Business Administration with a minimum of 3 years' working experience, preferably in the travel retail industry