



# Example of Travel Coordinator Job Description

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Our growing company is looking to fill the role of travel coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for travel coordinator

- Proactive maintenance of ground database
- Communicate confirmation to all crew
- Continuous process improvements within the scope of our control and utilization
- Implement process of keeping ground transportation vendor up to date with flight delays/arrivals
- Maintaining, building up, and improving customer (crew) hotel data base
- Validate hotel shuttle or transportation vendor information and advice crew force details
- Developing innovative continuous process improvements within the scope of capacity
- Providing quality input for the development and maintenance of ground data
- Work closely with Ground Ops to identify vendors for alternate locations
- Work closely with various departments to help ensure operational reliability and effective execution

## Qualifications for travel coordinator

- Excellent presentation, writing skills, and computer literacy including Microsoft Office Suite essential
- Ability to work in a fast-paced environment and operate well under pressure and time constraints
- Ability to remain calm and focused in a fast-paced environment
- Available during non-traditional business hours to quickly resolve travel-

- Impeccable attention to detail, with the ability to handle multiple projects simultaneously