



Example of Travel Executive Job Description

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

Responsibilities for travel executive

- Develop strategic advisory partnerships with divisions and functional leadership
- Effectively enable Firmwide divisional leadership to manage demand for travel services through the use of data, metrics and travel drivers/behavioural intelligence
- Provide industry advisory services to the firm's banking and research functions
- Influence travellers, travel approvers and travel arrangers in making time efficient commercial decisions through the use of processes, messaging and tools that support traveller behaviour optimization
- Partner with the global travel commercial manager, finance, accounting services and procurement to agree and deliver Firmwide expense initiatives and policy changes in the region
- Manage regional supply/vendor expense in conjunction with the global travel commercial manager to control policy and reduce the total cost of trip within the region
- Increase the operational efficiency for all functions providing travel services balanced with the further enhancement of the end to end trip experience for business users
- Share knowledge, experiences and best practice within and across Global Travel, Finance and Procurement teams
- Assist Account Manager to analyse customers' targets, forecast projections and A&P budget
- Assist Account Manager to validate business plan & marketing plans

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- Strong academic record with minimum Masters in Business, Economics or a related discipline
 - Very strong experience in commercial management and procurement in the services sector within investment banks
 - Experience of vendor management which includes performance monitoring
 - Excellent client management skills and extensive experience in managing multiple global stakeholders at all levels
 - Strong influencing skills combined with extensive commercial and negotiation experience
 - Strategic thinker with organizational skills to drive multiple initiatives through to conclusion