



Example of Travel Executive Job Description

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Our innovative and growing company is looking for a travel executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for travel executive

- Represent WSJ Ad Sales as the face of Travel during day to day selling and at industry events
- Grow advertising revenues across the Travel category by coordinating sales efforts across the WSJ Global franchise • Maintain and grow individual travel account list including advertising agencies and clients
- Coordinate and execute the preparation, documentation, and presentation of sales packages
- Travel to various markets around the country to meet with potential clients and help grow local restaurant networks
- Actively lead and manage US Business Travel-related Operations including business processes, systems and controls to effectively deliver complex Business travel tax work, responsible for a small team of direct reports
- Responsible for day to day oversight of third party vendor's service center and ensuring JPMC controls are performed to sustain employee experience and quality
- Define and manage global operations metrics and reporting to ensure delivery against Program objectives, and while supporting regional management reporting needs
- Establish data integrity, quality assurance and control processes to ensure data movement is secure, flowing correctly, and supports accuracy of calculations
- Lead planning and execution of US BT Operations process and system testing

- Reservations for the Office of the CEO and other VIP level TSM's, domestic and international (air, car, hotel, private villas)

Qualifications for travel executive

- Professional and measured approach that has current credibility within industry and peers
- Knowledge of airline systems such as Abacus, Amadeus and/or
- Able to use computer systems comfortably
- International sales experience in the beauty industry, preferably in Travel Retail
- Minimum of 2 years relevant beauty brand related
- Ability to take ownership of problems and coordinate appropriate internal resources to help solve client issues effectively