



Example of Travel Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of travel specialist. 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 specialist

- Handling employees requests assigned and fulfill in timely manner with accuracy and high quality
- Ensure prompt resolution of queries escalated
- Regular and ad-hoc reporting & analysis
- Testing of process changes reflected in SAP, Concur or other supporting system
- Think beyond area of responsibility and understand how your area integrates with or impacts the rest of the site/organization
- Maintaining strict adherence with established compliance processes
- Responsible for assisting with the processing of bi-weekly & monthly payrolls
- Partner with multiple team members to ensure payroll and expense data flows seamlessly between third party systems to ensure data accuracy across various systems such as Workday, ADP and Concur
- Apply knowledge of both local and state tax regulations, wage and hour laws to ensure compliance
- Maintain payroll records and follow established Company policies to ensure compliance with internal control protocols

Qualifications for travel specialist

- Experience processing UW travel and knowledge of UW travel policies and procedures

- Able to make independent decisions based on UW and APL policies and procedures
- Experience monitoring expenditures, analyzing budgets, and preparing financial reports
- Proficiency with Microsoft Office and Adobe Acrobat, including strong skills in Excel and Word
- Excellent organization skills, multi-tasking skills, attention to detail, and a flexible approach to solving problems