



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. 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 specialist

- Prepare monthly expense review and analysis
- Work on ad-hoc reporting and special assignments as they arise
- Assist in implementation of sustainable global travel initiatives relating to publicity, production and candidate travel
- Responsible for month end close process including preparation of accruals, reconciliations and analytics
- Responsible for timely and accurate weekly expense reimbursements for domestic and international employees
- Investigation and resolution of expense reimbursements inquiries or issues
- Responsible for education and inquires related to expense report creation and submission in Workday
- Drive process improvements and contribute to projects, system design and testing & metrics dashboard
- Perform other travel and expense related duties and ad hoc projects as assigned
- Collaborate regularly with key service partners, including Travel Management Company (TMC) and Corporate Card providers

Qualifications for travel specialist

- Proven sales experience in a professional environment, preferably with a tour operator, a retail shop with a significant travel business, or a fly-fishing lodge

- Customer service experience in a sales or customer service environment, a commitment to provide extraordinary customer service and a willingness to go above and beyond to ensure the satisfaction of each and every guest
- Exceptional email and phone etiquette, with strong written and verbal skills to communicate with customers and partners in a professional manner
- Ability to juggle a heavy workload, and multi-task while meeting deadlines
- 4+ years of experience in the hospitality and/or travel business
- Knowledge of domestic and international fly-fishing travel destinations such as Montana, Alaska, Belize, Bahamas, Chile, Argentina, and New Zealand