



Business Title: On-Site Travel Consultant for Fire Door Solutions

Reports To: On-Site Manager

Salary Classification: Full-Time; Non-exempt

Job Summary

An On-Site Travel Consultant is a priority support position which will complete travel requests throughout the designated organization. The position will have the following primary duties:

- Scheduling flight, hotel and car accommodations.
- Provide solutions and options while keeping costs in mind.
- Ensures that travel needs are met within the constraints of the company's travel policy.
- Leadership skills to help partner with company to drive travel policy.
- Provide travel related expertise to client's employees.
- Creates clear and concise itineraries which include all pertinent information.
- Update Concur profiles as needed.
- Communicates to traveler the necessary documentation such as passports, visas, or other clearances required for international travel.
- Relies on instructions and pre-established guidelines to perform the functions of the job.
- Completes special projects as assigned.

Essential Duties and Responsibilities

The successful candidate will be an instrumental addition to the team with at least:

- A minimum of 3 years' recent travel experience required as a travel agent or in a similar capacity in another position.
- Highly proficient in utilizing multiple internet, research and purchasing tools.
- Understanding priorities and urgent requests as delegated by management.
- Advanced working knowledge of Sabre, Concur, Microsoft Word, Excel, Outlook and Gmail; willing and able to learn other computer applications as needed.

The successful candidate will also demonstrate the following abilities:

- Communication: Excel in both written and oral communication; effective interpersonal skills; professional and friendly attitude; able to represent Company favorably.
- Organized: Able to work independently; effective time management skills; able to manage multiple tasks concurrently, prioritize effectively, and meet deadlines.
- Analytical: Superior critical thinking skills with the ability to research and analyze data from multiple sources. Individual should be able to exercise independent judgment.
- Adaptable: Willingness to accept change; exhibit flexibility and adaptability, along with the ability to absorb and quickly understand new information.
- Resourceful: Ability to deliver results utilizing the resources available.