



Job Description

Travel Coordinator

The Travel Coordinator is responsible for coordinating and administration of all aspects of travel arrangements. This role requires excellent communication skills, attention to detail, and the ability to handle multiple tasks simultaneously.

Key Responsibilities

Documentation and Administration:

- Prepare and process necessary travel documents, including visas, passports, and insurance.
- Maintain accurate and up-to-date travel records.
- Handle administrative tasks, such as final documentation and road book development

Trip Planning and Coordination:

- Research and book flights, accommodations, transportation, and activities based on client requirements
- Assist with developing client itineraries based on availability checks
- Manage travel bookings, modifications, and cancellations

Supplier & Product Knowledge:

- Keep abreast of industry trends, travel advisories, and destination information.
- Attend relevant training and workshops to enhance professional skills.

Qualifications and Skills

- Proven experience as a Travel Coordinator or in a similar role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in using travel booking systems and tools.
- Knowledge of travel industry regulations and best practices.
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.