

POSITION	Sr Executive - Travel
	<p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Have good understanding of the travel process</li> <li>• Ensure organization Travel policy is adhered to with less deviations</li> <li>• Co-ordinate and arrange travel plans for employees</li> <li>• Ensure all the requirements of Travel (Air, Train &amp; Bus) and Accommodation including Guesthouse, hotels and Cab services of staff, and guests are met in time</li> <li>• Monitor travel trends and pricing trends to help manage travel costs</li> <li>• Key contacts and escalation matrix of travel agents, local travel agents, hotels and Airlines to be maintained.</li> <li>• Travel news/trends to be shared with frequent travellers</li> <li>• May assist in preparation and control of reports</li> <li>• To take continous feedback from the travellers and look at improving on the services</li> <li>• To take feedback and share with vendors, whenever required</li> <li>• Enhance skills by attending Travel events / Workshops</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensuring compliance and process is adhered by the vendors</li> <li>• Ensure Compliance of Procurement procedures, Terms &amp; Conditions as per contract.</li> <li>• Receiving of all travel bills as per the SLA and followups for pending bills</li> <li>• To ensure vendor invoices are checked and taken forward for process.</li> <li>• Non - compliance issues to be taken up with the Manager's immediately</li> <li>• Vendor Bills Updation in SAP</li> <li>• Bills verification and attaching travel forms with RM approval</li> <li>• Follow-up on all travel vendor payments</li> <li>• Re-conciliation of all Travel Management Vendors</li> <li>• Send communication to vendors for timely bills submissions</li> <li>• Ensure vendor payments are processed on time. Follow up with the vendors for payment confirmations</li> <li>• Ensure travel MIS is always updated</li> </ul>
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Excellent networking skills,</li> <li>• Commitment to accomplish task on time,</li> <li>• Patience,</li> <li>• Cordial, warm and Friendly;</li> <li>• Eye for detail,</li> <li>• Good Interpersonal skills</li> <li>• Good Follow up and control</li> <li>• Excellent skill in MS Excel, PowerPoint presentation</li> </ul>
DESIRED EXPERIENCE	4- 5 years of relevant experience
QUALIFICATION REQUIRED	Any Graduate