TRAVEL MANAGER

INTERNATIONAL OLYMPIC COMMITTEE

Department: Finance
Location: Lausanne, Switzerland
Contract Type: Open-ended
Activity Level: 100%
Entry Date: As soon as possible
Deadline to apply: 23.02.2018

MISSION

- Develop and monitor strategic policies, guidelines and programmes for IOC corporate travel
- Oversee all travel arrangements and operations
- Manage relationships with the corporate travel agency, airlines and vendors
- Monitor budgets and payments to suppliers and other service-providers

MAIN RESPONSIBILITIES

- Develop strategic policies and programmes for IOC corporate travel in line with the objectives set by the IOC management and the allocated budget.
- Oversee all travel arrangements and operations making sure that they are in accordance with the IOC travel policy and guidelines.
- Develop and maintain relationships with the corporate travel provider, the airlines and all other suppliers.
- Negotiate commercial contracts or rates with travel providers and monitor the proper application of the agreements (negotiated rates, contractually agreed services, etc.).
- Regularly analyse the market and propose the most appropriate solutions at the best price.
- Monitor the yearly budget allocated to travel.
- Analyse figures and produce reports.
- Achieve cost reduction targets and develop new cost reduction strategies.
- Manage administrative tasks and travel-related correspondence.
- Ensure that the IOC's interests, especially in the fields of reputation and brand protection, are properly represented and preserved.
- Interact as travel specialist with the IOC administration and management for all matters related to travel.
- Provide an optimum professional and personal contribution to the IOC senior management in terms of issue-resolution, policy compliance and feedback.
- Ensure compliance in all aspects of travel procedures.
- Provide top-quality customer service and state-of-the-art travel operations. Collect and consolidate travel financial aspects, statistics and recommendations on a monthly basis.
- Encourage travellers to use the technical tools provided.
- Organise and conduct internal meetings to promote the implementation of best practices and compliance with established rules.
- Manage travel disputes and implement measures to prevent their reoccurrence.
- Carry out special tasks and projects as assigned by senior management.

EDUCATION; LANGUAGE AND IT COMPETENCES

- Proven experience as a corporate travel manager for at least 10 years.
- Solid experience in the field of the airline, travel and tourism industry or equivalent.
- Excellent knowledge of international travel regulations and negotiation skills.
- Knowledge of travel and expenses reporting and processing.
- Good general and geopolitical knowledge.
- Excellent knowledge of English and French, with other languages being an asset.

Please apply by clicking on the following link: https://www.olympic.org/jobs