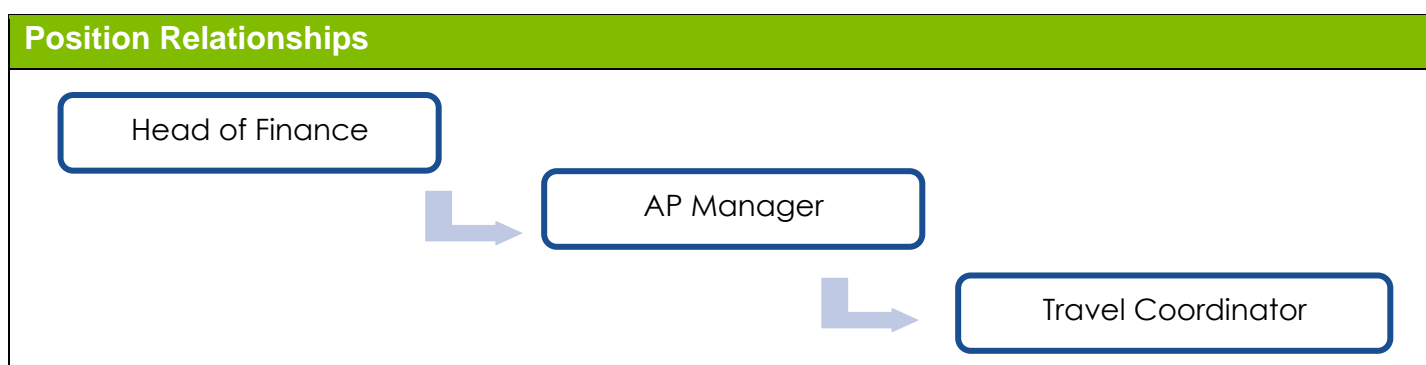


Job Description

Position Description	
Job Title	Travel Coordinator
Department	Reception
Reporting to:	AP Manager
Location	Banbridge
Hours	38
Scope of Role	The ideal candidate must be self-reliant and be able to take on all travel arrangements confidently. An easily adaptable and optimistic individual will be necessary for this ever-growing firm. This role will suit an individual who enjoys coordinating, problem solving, is methodical and enjoys working in a fast-paced role!



Key Responsibilities:
<ul style="list-style-type: none"> • Manage all travel plans for regular and adhoc travellers. • Provide key support for travelling staff. • Provide travel solutions for all travel requests, by analysing and researching best fares and routes with due diligence checks on recommended suppliers. • Manage and administrate all travel bookings; flights, hotel accommodation, car hire, car parking, rail tickets, travel cards and taxis. • Liaise with preferred suppliers and develop further relationships with approved preferred suppliers (hoteliers, chauffeur services, airlines) to secure the best possible rates and travel options (lounge facility in airport, priority bookings in hotels). • Travel to various sites to gain an understanding of travel providers in surrounding areas to assist in coordination of effective travel plans e.g. quickest route to underground and airport, developing relationships with local hoteliers and developing "hotels of choice" with agreed rates. • Presentation of travel spend, charts and KPIs to line manager (monthly meeting). • Carry out travel induction for all new travellers.

- Ensure all travel arrangements adhere to Kane Travel policy.
- Review and develop procedures to maximise efficiency and effectiveness of travel booking systems and travel payments (credit accounts and credit cards).
- Maintaining up to date process documentation on all travel processes.
- Administrate company travel credit cards in line with accounts procedures and cut-offs, ensuring correct coding of travel spend to relevant departments and jobs.
- Coordinate travel arrangements and administration in accordance with Kane Sustainability Policy.
- Update company travel credit card spreadsheets.
- Adhoc general office administration.
- Support role to Receptionist.
- Any other duties required to fulfil the requirements of the position.

Person Specification

	Essential	Desirable
Qualification	Minimum of 5 GCSE's Grade A-C	
Experience & Knowledge	<p>Ideally 2 years' experience in PA, EA, Logistics or Travel Coordination role</p> <p>Strong work ethic with meticulous attention to detail</p> <p>Ability to work with deadlines</p> <p>A team player with strong interpersonal skills</p> <p>Must have experience booking extensive travel</p> <p>Geographical awareness</p>	Experience of London travel network
Abilities & Skills	Good interpersonal Skills	

	Organised and structured approach to work with the ability to meet deadlines	
	Analytical and problem-solving skills with good communication abilities	
	Ability to work under pressure and cope with a varied portfolio of work, progressing with reduced supervision	
	Enthusiastic adapter / user of IT systems, with proficiency in Microsoft Office, especially Microsoft Outlook and Microsoft Excel	
	Focus on attention to detail and maintaining high standards	