

## **JD- Team Member/ Lead- Travel and Events**

**Department-** Administration & Facilities

**Sub Department –** Central Function- Travel & Event Management

**Designation-** Sr Manager to GM

**Reporting to** – Vertical Head- Central Functions & Infra.

### **Profile Summary**

This role holds primary responsibility for travel & event management services for the company.

### **Job Description:**

1. Develop and implement travel & event management policies and procedures.
2. Oversee the planning and co-ordination of company travel arrangements and events.
3. Negotiate and secure contracts for travel and event services, including hotels, cab services, transportation, and venues.
4. Manage travel and event budgets and ensure cost effective solutions are used.
5. Provide guidance and support to travel and events planning team.
6. Co-ordinate with the internal stakeholders and external vendors to ensure safe & smooth execution of travel and events.
7. Monitor and track travel and event activities to ensure compliance with the company policies and objectives.
8. Identify opportunities for improvement in travel and event processes and implement solutions.
9. Manage and lead a team of travel and event professionals providing mentorship and support as needed.
10. Communicate and collaborate with other departments to align travel and event objectives with overall business goals.
11. Monitor the expenses for travel and events, ensure processing of invoices in timely manner.
12. Ensure contracting to be done in accordance with company policies in a timely manner and to obtain the NDC at regular intervals.

13. To maintain detailed MIS & publish regular reports.
14. Coordinate with HR Dept and plan, design and implement employee benefit programs. Collaborate with vendor partners to negotiate and manage benefit plans.
15. Monitor and evaluate the performance of employee benefit programs to ensure they are cost effective, competitive and align with the company's goals.
16. Provide guidance and support to employees on employee benefit-related matters. Develop and conduct employee awareness and communication programs to enhance staff understanding and appreciation of benefits plans.

**Qualifications and Experience:**

Qualifications/ Education – Bachelor's degree in any discipline. IATA certified will be preferred.

**Career Experience** – Minimum 10 Years' exposure in Travel & Event Management both in the domestic & international sector will be preferred.

Candidate with Good understanding & networking of travel & hotel industry.