



# Travel manager

📍 Харків,

Рубрики: [Туризм та спорт](#), [Торгівля, продажі, закупівлі](#)

## Побажання до співробітника

Освіта:	середня
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

## Опис вакансії

DataArt is engaged in software development and IT consulting. We have 20 development and sales centers around the world. Most of our customers are located in North America and Western Europe.

Business trips have become a familiar part of our specialists' schedules. However, the company is constantly growing. We acquire more clients so our employees travel more often. To maintain high quality when arranging business trips, we are looking for another Travel Manager.

Among the specialist's responsibilities are maintaining relationships with travel agencies, keeping track of offers in the travel & hospitality industry in order to offer the best options for comprehensive business trips.

The responsibilities of the travel manager include organization of domestic and international trips: planning (from route to accommodation), booking tickets, hotels, and car rental. They also deal with arranging visas and advising colleagues on getting foreign passports.

Such issues as budgeting, making payments, issuing invoices, and preparing expense reports are resolved together with the accounting department. Most of the communications (including internal) are performed remotely – via Skype and email.

## Responsibilities

Searching for the most convenient and profitable options for domestic and international business trips;  
Organizational help when applying for business visas and advising colleagues on getting foreign passports;  
Booking tickets, hotels, cars, and taxis;  
Following the corporate standards for corporate travel and business trips;  
Establishing and maintaining business relationships with domestic and international travel agencies;  
Maintaining excellent relationships with colleagues and corporate clients.

## Required Skills and Experience

Experience working in the travel industry;  
Organizational skills, ability to work on few projects simultaneously, time management skills;  
Attention to detail, ability to work with strict deadlines;  
Excellent communication skills;  
Cordial and friendly nature;  
Good Spoken English;  
Experience creating business proposals;  
Experience working with MS Office (Excel, Outlook, Word).

## Additional Competences

Experience working in the corporate travel or logistics industries.

## DataArt offers:

Professional Development:

- Experienced colleagues who are ready to share knowledge;
- The ability to switch projects, technology stacks, try yourself in different roles;
- More than 150 workplaces for advanced training;
- Study and practice of English: courses and communication with colleagues and clients from different countries;
- Support of speakers who make presentations at conferences and meetings of technology communities.

The ability to focus on your work: a lack of bureaucracy and micromanagement, and convenient corporate services;

Friendly atmosphere, concern for the comfort of specialists;

Flexible schedule (there are core mandatory hours), the ability to work remotely upon agreement with colleagues;

The ability to work in any of our development centers.

**Контактна інформація**

Телефон: +38 (057) 727-08-27

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