



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Travel Assistant

Location

Remote

Client

Undisclosed

Job Summary

The Travel Assistant administers company travel bookings, explains program & policy to travelers, administers auto rentals, air travel, and hotels in a manner consistent with department direction and company travel policy. Uses expertise, creativity, and flexibility to determine best

solution to guide travelers' request that align to company policies and values. Works with Chairman, HR, Controller, and others to assist with developing and updating policies and travel programs that meet the need of the business.

Responsibilities

- Assists company with securing preferred contract rates with hotels and other travel providers and vendors to best meet the needs of the company.
- Process travel-related documentation, including payments, hotel deposits, credit card authorizations and acquire final folios for review upon VFF travelers' departure and car rental receipts. Audit charges and obtain credits due when necessary.
- Regularly researches travel deals, evaluates prices for services and make recommendations to improve and/or enhance the travel experiences for company employees.
- Book and update reservations for corporate travel in accordance with department and company guidelines.
- Use Amadeus, airline sites and other travel tools to arrange air, hotel, cars, etc. for both domestic and international travel.
- Communicates to the management team and with travelers on events that may impact global travel in order to keep travelers proactively informed and prepared.
- Conduct research on itineraries and proactively identify the best options for travel requests.
- Develop and maintain strong working relationships with company travelers and travel vendors
- Assist with pricing, ticketing, rerouting, exchanging and refunding tickets as needed.
- Manage, track and apply unused airline tickets and other travel credits.
- Keep company's travel calendars current and up-to-date.
- Filing travel documents as directed.
- Manage and track frequent flier mile & award programs to ensure the best value for the company when reviewing whether to use these awards and miles or to book directly.

- Reconcile credit card expenses used by the travel department with the accounting department
 - Ensure compliance with relevant Domestic / International specific travel policies and visa requirements.
 - Maintain positive relationships with travel vendors such as car rentals, hotels, and airlines.
 - On a weekly basis, manage and track all frequent flier miles and travel reward programs.
- Other office duties and private travel as assigned.

Qualification

- Excellent written and verbal communication skills are required.
- 7+ years of experience booking air travel, auto rentals and hotels using Amadeus and other platforms.
- Maintains and keeps current on knowledge of airline, travel card reward programs, industry technology and trends to ensure the company maximizes use of available employee technology and self-service for quick access to information, data, and reservations.
- Utilizes best practices for engaging with travelers through phone, email, text and video conferencing when necessary.
- Experience using Microsoft Excel and Microsoft Outlook is required.
- Experience working with Amadeus and other travel technologies and applications is required.
- Strong sense of urgency as well as flexibility to change; ability to work well under tight deadlines is required.
- Independent, self-led team member, able to use business skills and knowledge to best determine outcomes.
- Able to develop and update business reports using multiple sources as need to keep company management informed of status of department.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>