



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

Business Travel Manager

Location

Remote

Client

Undisclosed

Responsibilities

- Advises and arranges travel for customers (both individuals and groups)
- Conduct analysis and research on travel options, and proactively anticipate traveler's needs to sell additional services.
- Arrange and book domestic and international travels, in a variety of complexity, for air, road, rail, and accommodations.
- Use Global Distribution System Sabre and Amadeus. *Training will be provided
- Ensure compliance with customers' agreed travel policy, service provider policies, and regulatory requirements.
- Use positive telephone service techniques and act on special customers' requests.
- Collaborate within your team to coach, mentor, and provide constructive feedback to improve service levels.
- Resolve customer issues quickly and independently, as well as with suppliers.

Qualifications

- Bachelor's degree in tourism, marketing, international business, administration, or a related field.
- A minimum of 3 years of sales experience.
- Have availability to travel.
- Proficiency in Amadeus and/or Sabre programs
- Microsoft Office proficiency
- Passion for excellence in customer service, including proactive anticipation of needs.
- Professional communication skills (written and verbal)
- Attention to detail.
- Possess a strong understanding of the travel industry (background in business travel, leisure travel, or airline reservation)
- Being able to work in teams and having an openness to feedback
- Territory management and knowledge.
- Negotiation skills
- Leadership skills
- Public relations background
- Being a persuasive, goal-driven, motivated person.
- Good spelling and writing skills.
- Impeccable personal image and formal executive presentation.
- English C1-C2.

Apply to this position

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