

# VACANCY ANNOUNCEMENT



## **TRAVEL COORDINATOR**

RED LAKE BAND OF CHIPPEWA INDIANS

Open: September 21, 2020

Closing: October 1, 2020 @ 12:00 p.m.

### **PRIMARY FUNCTION:**

To provide travel accommodations for employees by utilizing the most cost effective mode(s) of transportation, Reports to Executive Director, full-time position with benefits, salary; DOQ.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs and coordinates travel activities for employees on current traveling conditions, planning employee travel and itineraries, ticketing and booking functions, and in calculating costs for transportation and accommodations;
- Reviews employee ticketing and sales activities to ensure cost calculations, booking and transportation scheduling are in accordance with current transportation carrier schedules, tariff rates and regulations and that charges are made for accommodations;
- Obtains confirmation of travel and lodging space and rate information;
- Prepares passenger travel information containing copy of itinerary, lodging confirmations, and travel suggestions;
- Keeps current directory of hotels, motels, and timetables and answers inquiries concerning routes, fares and accommodations;
- Keeps current with the GSA federal travel regulations and rates;
- Reviews routine invoices of transportation charges, lodging invoices, and make adjustments;
- Prepares and reviews electronic travel authorization and travel reconciliation forms for advances and reimbursements and adjustments and processes for approval;
- Make alternative arrangements if changes arise before or during the trip;
- Ensures that completed travel reconciliations are completed in a timely manner;
- Responsible to ensure policies, procedures, rules and regulations are adhered to and maintained;
- Performs other duties as assigned

### **DIMENSIONS:**

This position has supervisory responsibility.

### **EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:**

- High school diploma or two years related experience and/or training, or combination of education of education and experience;
- Must be detailed oriented and able to handle a large volume of travel requests
- Knowledgeable in computers and using various software including Microsoft Office;
- Knowledge of Laserfiche is preferred;
- Familiarity with domestic travel destinations;
- Knowledgeable in the principles, practices, and procedures of travel;
- Time management skills;
- Customer service skills;
- Organization skills;
- Communication skills;
- Ability to work extended hours as needed;
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

**TO APPLY:** Applications and copies of certificates/diplomas accepted at Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 – Phone: (218) 679-1847.