

Title: Junior Consultant - Travel Management

JOB SUMMARY:

TCG Consulting, a leading twenty-four year (Inc. 5000 and Consulting Magazine Top Growth Company for multiple years) global independent strategic advisor for Travel, Meetings, Payment and Expense, is seeking an individual to assist our project teams in a professional travel delivery services organization. Creativity, initiative, resourcefulness and an entrepreneurial spirit are a must. This is your opportunity to join a dynamic growth environment. This position assists with the organization and coordination of the long-range and day-to-day activities of T&E assessment, strategy and sourcing engagements. This individual will be a support to our consultants who are required to deliver consultative and strategic results to our clients.

KEY RESPONSIBILITIES:

- Develop and apply innovative solutions that achieve cost savings and financial benefits to TCG clients from the relevant travel sub-categories
- Manage the relationship with the client throughout the project duration acting as a key point of contact between client and vendor organization
- Present and provide consultative strategies to fortune 100 companies
- Develop and deliver quality planning approaches with timely and responsive services and work products that meet and/or exceed client expectations
- Maintain contact and communication with all project team members and other participants to ensure conformance with requirements of each project(s) and client user expectations
- Implement strong program management practices (change requests, issue management, risk management and decision tracking) and contribute to standard client implementation methodologies and management best practices
- Ensure the services delivered by the vendor conform to what has been contractually agreed between client and vendor while monitoring the delivery of said services against agreed schedule, quality, scope and budget

BASIC QUALIFICATIONS:

- At least three (3) years' experience in sourcing and/or managing global corporate travel spend programs with special focus on evaluation and selection of key service providers and technology platforms such as OBT, GDS, mobile applications, data aggregators, payment solutions and expense systems
- Bachelor's Degree or experience equivalent to degree
- Must have Spanish or Portuguese as a second language
- Proven experience in building strategic relationships and managing complex projects with mature project management methodology
- Demonstrated ability to develop and deliver quality planning approaches with timely and responsive services and work products that meet and/or exceed client expectations

- Achieve overall and departmental financial and delivery targets by ensuring work is delivered on time and on budget
- Results oriented and client focused
- Ensure consistent, efficient and cost-effective processes, procedures and appropriate accountability, including effective management of resources
- Open to accept new innovative ideas and is comfortable with a fast-paced environment
- Ability to identify crossover opportunities to assist with company growth plan
- Must possess a high degree of integrity and confidentiality
- A high degree of organization and attention to detail to create exceptional deliverables, intellectual curiosity to ask questions and gain clarity, and professionalism to build credibility in a client facing role
- History of working with extremely large financial data sets from diverse environments
- At least four (4) years of Advanced Microsoft Excel proficiency including pivot tables, v-lookups, linking spreadsheets, truncating and some macro development (assessment required)
- MS PowerPoint, MS SharePoint and Microsoft Office Skills (Intermediate user)

PREFERRED SKILLS:

- Graduate level, business related degree preferred
- Professional Corporate Travel Certification (CCTE or equivalent) and / or Professional Procurement Qualification (CIPS/CPM or equivalent) and / or Process or Quality Qualification (Green or Black Belt or equivalent)
- Subject Matter Expert in global corporate travel spend management, suppliers, processes and associated technologies
- Experience in evaluating corporate travel procurement programs and proposed offers for travel supplier services to include GDS, OBT, mobile applications, data aggregators, payment solutions and expense systems
- Understanding of the end-to-end travel sourcing processes, including internal spend and market analysis, requirements definition, negotiating and executing commercial agreements, implementation of supplier services and management of global suppliers, applied in the corporate travel management sector

PROVEN SKILLS:

- Highly collaborative with excellent group coordination skills
- Self-starting, demonstrating initiative and ability to motivate with focused attitude
- Ability to manage relationships effectively with all levels within customer, supplier and internal organizations
- Strong analytical, written and oral communication skills with a confident and compelling presentation style