

Job Title: Travel & Logistics Coordinator

 **Location:** Remote

 **Experience:** Minimum 2 years in travel bookings (hotels, flights, local transport, etc.)

 **Initial training will be provided.**

Job Summary:

We are looking for a **Travel & Logistics Coordinator** to efficiently manage travel arrangements, ensuring smooth and cost-effective logistics for employees and clients. The ideal candidate should have strong organizational skills, good communication, and the ability to work independently.

Key Responsibilities:

- ✓ Research and recommend travel options based on budget, preferences, and requirements.
- ✓ Manage bookings for flights, hotels, and local transport.
- ✓ Create and share detailed travel itineraries.
- ✓ Communicate travel details and updates with employees and clients.
- ✓ Handle travel-related issues such as flight delays, cancellations, and rescheduling.
- ✓ Provide 24/7 support to travelers during their trips.
- ✓ Maintain travel records and generate reports.
- ✓ Negotiate vendor rates for cost-effective solutions.
- ✓ Ensure compliance with company travel policies.
- ✓ Take ownership of tasks and ensure seamless execution.

Qualifications & Skills:

-  Minimum **graduate** degree.
-  Ability to work independently in a fast-paced environment.
-  Comfortable handling pressure and tight deadlines.
-  Strong communication skills.
-  Available beyond traditional business hours for urgent travel support.
-  High attention to detail and ability to multitask.

If you are organized, proactive, and passionate about travel management, we'd love to hear from you!  **Apply now!** People.compliance@skoilfield.com