

# Meeting Air and Sourcing Specialist

(3/18/2022)

<b>Team:</b>	Meeting Air
<b>Reports to:</b>	Director of Operations
<b>SLT Leader:</b>	EVP, Travel Agency Operations

## 1. Job Description

As a Meeting Air and Sourcing Specialist, you will be a key contributor to the aggressive development and growth of our Meeting Air team, Higher Education and Athletic travel departments. You will be responsible for sourcing hotels, ground transportation and securing block space air contracts that meet a client's meeting, incentive and/or athletic event. Most often, you will be asked to identify multiple vendors per engagement. You will prepare a report that sets forth key details to assist our clients' decision making, such as location, amenities, per-room night costs, Air vendor contract, total costs and revenue opportunities. You will have the opportunity to participate in travel supplier contract negotiations to optimize savings, revenue and mitigate risk on behalf of our valued clients.

This is a mid-level position with the opportunity for promotion. You will own your success. Your success will be measured by your ability to achieve meaningful annual goals, which will be broken down into achievable monthly and quarterly objectives.

Your goals will be tied to the division's, and the company's, overall growth strategy. You and your leadership team will work together to set your goals and quotas. Your performance will be reviewed on a regular basis, and no less than four times a year, through a series of meaningful one-on-one conferences or "focus meetings" with your immediate supervisor.

## 2. Core Responsibilities

- Represent World Travel Inc. as the sourcing lead
- Be consultative and offer creative solutions
- Represent World Travel Inc. with professionalism while working with both clients and suppliers
- Manage each sourcing engagement end-to-end, from initial research to solicitation of proposals (RFPs), through final selection and signed contract
- Gather requirements and understand the client's needs for each engagement, including flight times & dates, rooms, meeting facilities, food & beverage, materials, audio/visual equipment, and the like
- Issue and manage airline tickets from block space agreement
- Proficient in GDS reservation system. Apollo and Sabre preferred
- Make group air reservations in the GDS based on meeting and event policies
- Schedule regular post event meeting Managing deadlines such as deposits and final payments with contracted vendors
- Work with finance to ensure timely billing

- Provide relevant insights to leadership and key stakeholders
- Negotiate favorable outcomes for World Travel, Inc. and each client
- Commit to continually learning about the travel industry

### **3. Minimum Qualifications**

- B.A., B.S., or higher degree in any field; or equivalent related work experience
- 3+ years' experience in relevant industry (e.g., meeting/event planning, hospitality, tourism sales, travel agency operations, sales management in hotel industry, destination management organization or similar field) strongly preferred
- Superior communication skills, particularly the ability to write clearly, concisely and without errors
- Experience developing meaningful business relationships
- Demonstrated track record of ability to manage multiple projects in a fast-paced environment
- Growth mindset – you enjoy challenges and demonstrate that you seize opportunities to learn, improve, develop and grow
- Superior MS Office skills, general computer skills, and ability to learn new applications; experience with travel industry software strongly preferred

### **4. Other Important Information**

- World Travel, Inc. is a Top 25 Meetings & Incentive company, rated by Meetingsnet.
- This position is mostly remote, with some travel to one of World Travel, Inc.'s offices in Exton, PA or Douglasville, PA required. You may be expected to train on location. Additional travel to client events, which may occur on weekends, may be expected.
- This job description is intended to describe the general nature and level of work being performed by the person in this position. This is not intended to be a complete list of all duties, responsibilities, and/or skills required. Other responsibilities that may be assigned from time to time, to address organizational needs.
- World Travel, Inc. is an equal opportunity workplace. All qualified candidates will be considered.
- If you have a disability or any special needs that we might need to accommodate, please let us know.
- This job will be performed in a traditional office setting, in one of the company's offices or from home, in our sole discretion. People who hold this position should be prepared to sit for long periods of time, use multiple computer screens, and be able to view them for long periods of time. Lifting objects (boxes) may be required from time to time.