

TRAVEL COORDINATOR

WHAT THE ROLE IS ALL ABOUT!

The Travel Coordinator is a key member of the administration team, responsible for managing and supporting a high-volume of corporate travel portfolios. The Travel Coordinator prioritizes and ensures there is a seamless coordination of flights, accommodations, and ground transportation across the entire organization. A strong understanding of travel management systems, vendor relations, and policy compliance are key skills required for this role. This position will be based in our Winnipeg office and is a full-time permanent opportunity.

ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU!

- Coordinate and manage end-to-end travel arrangements for employees, including flights, accommodations and ground transportation.
- Ensure all travel bookings comply with company travel policies, and assist in obtaining approvals for exceptions when necessary
- Track and apply company travel credits, loyalty points and other rewards to maximize value
- Support the analysis of travel data to identify inefficiencies and recommend cost-saving opportunities
- Assist in preparing reports that highlight travel spend, savings and policy compliance
- Reconcile travel-related expenses and ensure accuracy in reporting and documentation
- Monitor travel trends and flag recurring issues or opportunities to internal stakeholders
- Collaborate with vendors and internal teams to resolve travel-related issues in a timely and professional manner
- Maintain positive vendor relationships and provide support during contract review or renewal processes
- Serve as a point of contact for employee travel inquiries, offering guidance on travel policies and procedures
- Provide backup support for reception and general administrative tasks as needed

WHAT WILL MAKE YOU A POSITIVE IMPACT?

- Proven experience in a high-volume travel coordination role responsible for commercial and charter flight arrangements.
- Completion of post-secondary education in Administration, Business Administration, or a related field.
- Basic analytical skills with experience in compiling and presenting routine reports; comfortable working with data to support decision making and process improvements.
- Proficient in MS Office 365, with strong Excel skills; comfortable using travel management tools and acting as the champion for the company's travel software.
- Effective verbal, written and electronic communication skills.
- Confident in handling vendor negotiations and managing key relationships.
- Strong attention to detail and accuracy in all aspects of work.
- Trusted and reliable when working with confidential information.



- Able to promote and ensure compliance with company policies and procedures effectively and professionally, including travel-specific policies.
- Fosters strong cross-functional collaboration and builds meaningful relationships with both internal teams and external partners to support organizational success.
- Strong interpersonal skills with the ability to navigate diverse perspectives and foster collaborative solutions
- Proactive, resourceful and self motivated, with the ability to work independently, troubleshoot issues and adapt under pressure
- Thrives in a fast-paced, ever-evolving environment, applying critical thinking and flexibility to manage shifting priorities and last-minute changes.
- Committed to continuous improvement, with the ability to identify and recommend process enhancements.
- Must be able to present a clear security clearance check prior to commencing employment.