



Travel Manager

About us

At Crowley Carbon, we provide intelligent solutions for energy efficiency and have grown in expertise to become the foremost multi-disciplinary energy services company. Led by an entrepreneurial management team with headquarters in Enniskerry, Co. Wicklow, we have a number of businesses throughout Ireland, UK and ROW.

Overview:

As Travel Manager you would be responsible for managing our employees travel across the globe. Our team of Engineers tend to travel quite a bit! They work tirelessly travelling to our client sites to deliver energy savings, doing our bit to save the planet, and this role is crucial to ensuring that we get our Engineers to their destination, on time and when (and it often happens) dates need to be changed it happens seamlessly for them.

What type of person are we looking for?

A standalone role, the travel manager would be responsible for the overall travel function, from taking the lead on managing the relationships with our vendors through to booking flights and hotel accommodation. The ideal candidate will be either currently working in the Travel Industry looking for their first move to in-house travel or perhaps a candidate already working in an in-house position but looking for a new and exciting challenge!

You will:

- Manage preferred partner agreements including monitoring and delivering on achieving negotiated discounts and maintain other benefits.
- Maintain daily relationships with our vendors to ensure delivery of service level agreement expectations
- Maintain travel requisition form, travel policy and car hire policy and update as required
- Communicate regularly with our employees, ensuring they are aware and appropriately trained on policies and processes.
- Evolve and maintain internal travel and expense website.
- Research travel and expense industry trends for continuous improvement
- Report and analyse travel and expense program compliance.
- Support global strategic sourcing activities related to Travel and Events/Group Meetings.

You will have the following:

- A recognised qualification related to travel management or equivalent relevant industry experience

- Extensive knowledge of corporate travel management (from a supplier or in-house perspective)
- Previous experience working in an international environment
- Flexibility to work across multiple time zones as required
- Strong verbal and written communication skills
- Excellent organizational, analytical, and problem-solving skills
- A self-starter, with the ability to work efficiently, managing multiple priorities and meeting tight deadlines
- Proactive engagement and a focus on continuous improvement
- Proven ability to work as a team player while maintaining objectivity and impartiality
- Proficiency with Microsoft Office suite

If you thrive working in a busy, fun and entrepreneurial environment, we will provide the right candidate an exciting compensation & benefits package. The ideal candidate will thrive working in a global environment working alongside a great cross functional team of professionals!

Location

This position will be based in the picturesque estate of Powerscourt and we are based overlooking the Powerscourt Gardens in Powerscourt House, Enniskerry, Co. Wicklow.

Please contact careers@crowleycarbon.com with your application.