

Vital Wave is a dynamic company working at the intersection of business, technology, and development. The firm provides a full range of services to development organizations and multinational companies seeking to make an impact in developing countries. With ten years' successful experience as a strategy and implementation partner, Vital Wave is a leader in the field of ICT4D.

We offer candidates the opportunity to work with a team of seasoned professionals and some of the top players in development. Join a company where your contributions have measurable impact through compelling, international engagements. Flexible, remote-work opportunities available.

TRAVEL AND EXPENSE COORDINATOR

Description of Duties: Vital Wave is seeking a talented Travel and Expense Coordinator. The Travel and Expense Coordinator will manage all pieces of the company's travel activities and policies both domestically and internationally for both employees and consultants, including complex international travel arrangements.

The Travel and Expense Coordinator will also be responsible for managing, updating and ensuring compliance with expense reimbursement policies and regulations, and will partner with the Operations Administrative Assistant in verifying expense reports.

Key Responsibilities:

- Manage all aspects of company travel domestically and internationally for both employees and contractors
- Establish and manage travel vendor relationships
- Manage and update travel and expense reimbursement policies and ensure regulations compliance
- Communicate, update and ensure expense and travel policy compliance among employees and contractors
- Manage and coordinate company travel safety programs, including travel insurance and tasks related to duty of care

Required Skills & Qualifications:

- 3+ years of travel industry experience, preferably in a corporate travel setting
- Up-to-date knowledge of current travel technologies, trends and platforms

- Strong MS Office skills
- Experience with Concur or similar expense reporting tools
- Understanding of basic account principles or accounting coursework
- Superior interpersonal skills
- Excellent time-management/prioritization abilities
- Meticulous attention to detail
- Strong customer service-oriented approach
- Excellent judgement and ability to prioritize workload
- Min. of AA degree

Desired Skills & Qualifications:

- IATA/IATAN or other recognized professional travel agent credential
- SharePoint experience
- Experience working in a virtual environment
- Ability to work remotely and interface with global virtual team members (often at odd hours)

Additional Information: Core position hours are 8am-5pm, PST with flexibility needed to work additional hours outside of those times as required

Salary and Benefits: Full-time position with competitive pay and excellent benefits, DOE

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