

**From the Desk of....**  
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[Travel & Expense Manager](#)

Global leading manufacturer of specialty chemicals has this immediate need!

[Overview](#)

Responsible for the management of the Company's global sourcing and operation of travel, expense, meeting and promotion item spend. Ensure highest quality of customer service in travel and meeting arrangements by either third party or direct service providers.

[Responsibilities](#)

- » Provide analytics and monitoring of the Company's travel, meeting and promotional item spends and trends to determine both short term tactical and long term strategic plans to improve service and reduce cost;
- » Responsible for development and compliance of the Company's global and regional travel policy, as well as for the close-the-loop control/management of the Company's T&E and P-Card programs;
- » Ensure all travel/meeting expenses are obtained at the lowest possible cost while maintaining the highest level of service;
- » Provide management leadership and process to both on-site and off-site third party agents, in scheduling and obtaining domestic and international travel or meeting services;
- » Lead negotiations with airlines, hotels, rental car, conference centers and promotion item companies;
- » Responsible for training, usage and administration of the Company's online booking and expense reporting system;

»Provide sourcing support to the Company's meeting planners, including but not limited to the establishment of preferred supplier listing, meeting package pricing and coordination of group airfares;

»Develop and implement functional KPIs and organizational spend management reports.

### Requirements

»BS degree in Business/Finance, 10+ years experience managing third party providers, with a focus on negotiating/managing travel industry services (airline, hotel, car rental, conference centers) and related expense reporting;

»Requires strong people management and customer service skills, solid financial and cost analysis experience, extensive domestic/international destination knowledge and experience managing annual spend in excess of \$40 million;

»Must have strong negotiation, written/verbal, problem solving and organizational skills, along with the ability to use expert advice and services;

»Must have the ability to operate in a "perks" driven environment with a high degree of objectivity/integrity, as well as the ability to interact effectively with all levels of the corporation, including executive management. This position reports to Global Purchasing Director and works closely with VP of HR and Corporate Controller;

»Must have the ability to work within a fast-paced environment, with the flexibility to working hours to support emergency needs. Must be able to travel when necessary, with the ability to perform as "gate-keeper" for all related conference activity in U.S. and global locations;

»Requires PC/system proficiency in financial systems and travel programs.

**Immediate Need!**

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