

Specialist Business Travel Vitesco Technologies (m/f/diverse)

Description

We are looking for an Specialist (m/f/diverse) for Business Travel, who will work in an exciting, global environment with room for own ideas and shaping change.

- › Supporting the implementation and compliance with Philosophy, Strategy, Processes and Operating Model
- › Supporting the transformation journey in conjunction with the planned spin-off of Vitesco Technologies (e.g. harmonization of processes and tools)
- › Improvement and maintenance of the business travel policy framework and governance
- › Ensuring compliance and adherence of the Business Travel Policies
- › Monitoring Service Level Agreements (SLAs) and KPI's of internal and external providers to ensure that services are being delivered within contractual agreements (e.g. travel agencies, credit card providers, travel provider)
- › Preparing and managing RFPs / renewal of contracts in partnership together with Procurement / Legal
- › Creating and tracking of standard reporting, as well as derivation and implementation of improvement measures
- › Creation and implementation of a communication concept to inform relevant stakeholder about business travel related aspects
- › General consulting and support as well as point of escalation for business travel related topics on a global level
- › Support of special tasks and projects in connection with the planned Spin-Off of Vitesco Technologies

Qualifications

- › Academic degree in business administration or comparable qualification
- › Previous work experience in global or regional role
- › Project work experience
- › Work experience within a global mobility / business travel role and / or a similar field (e.g. tax, consulting or service provider, HR Business Partner, Compensation & Benefits) is a plus
- › Very good handling with MS Office software
- › Very good English language skills (spoken and written)
- › Creative and analytic thinking skills
- › Independent working methods, strong communication skills and assertiveness, great commitment, leadership skills

Applications from severely handicapped people are welcome.

Vitesco Technologies offers efficient and clean powertrain technologies. The focus is on intelligent systems and components for the electrification of vehicles as well as electronic control systems, sensors, actuators and exhaust aftertreatment solutions.

Apply now



Keyfacts

Job-ID

157984BR

Function

Human Resources

Location

Regensburg

Contact

Your contact partner

Katharina Stangl