

# Corporate Travel Lead

Milan or Rome (On-site)

## **Corporate Travel Lead**

*Business Travel & Operations*

We're looking for a traveler with a mission.

A coordinator with stamina.

Someone who can turn chaos into coordination and keep global business on schedule without missing a beat.

### **The role:**

This isn't just about booking flights. It's about managing movement — the full journey from inbox to airport gate to meeting room.

You'll coordinate with airlines, hotels, and internal stakeholders to make sure every itinerary runs like clockwork.

Foresight, precision, and flexibility define the role.

### **You are:**

- A seasoned traveler who knows every airport hack and has stories from the road.
- Calm under pressure — flight canceled? You're already on the phone fixing it.
- Connected and proactive, with the instinct to think ten steps ahead.
- Obsessed with accuracy and timing.
- Fluent in time zones and fluent in solutions.
- Resourceful: you know who to call, how to call, and how to get things done.
- Reliable, discreet, and trusted when things go sideways.

### **Responsibilities include:**

- Managing end-to-end business travel across teams and executives — flights, hotels, transfers, and all logistics in between.
- Anticipating needs and solving challenges before they surface.
- Keeping precision and personalization at the heart of every itinerary.
- Acting as the go-to point of contact during disruptions and emergencies.
- Coordinating across multiple time zones and regions with accuracy and speed.
- Maintaining absolute discretion and professionalism at all times.

### **Why this role matters:**

Behind every successful project and partnership, there's someone who ensures people are where they need to be — on time, prepared, and focused.

Your work keeps business in motion.

By managing travel seamlessly, you create the space for ideas, growth, and impact to happen — anywhere in the world.

Think this sounds like you? Apply by sending your CV to [\*\*c.dhromaj@infinity.it\*\*](mailto:c.dhromaj@infinity.it)