

Customer Service

Experienced

Corporate Travel Agent

Full Time - Headquarter - Motherson Group Holdings Mexico - Monterrey, Mexico

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our global and regional headquarters act as key hubs connecting teams, businesses, and markets worldwide, supporting Motherson's global operations and growth. These centres enable collaboration, facilitate informed decision-making, and provide the foundation for our diverse businesses. Join us to work in a dynamic global environment where your contribution plays a meaningful role in Motherson's continued growth.

What you'll do

- Manage end-to-end corporate travel requirements. Airline bookings, Hotel & Car reservations
- Plan, coordinate customized business and leisure travel programs based on requirements, policies and budgets
- Handle flight reservations, ticketing, cancellations, re-issuance and refunds
- High level of customer satisfaction through effective calls, emails, queries and travel-related requests
- Manage and resolve customer escalations, grievances, and operational issues within defined timelines
- Coordinate with airlines and travel partners regarding fares, availability, special deals, corporate contracts and sales queries
- Support clients with travel policy compliance, cost-effective travel options and efficient booking solutions
- Maintain, monitor Monthly DSR, achievement reports, MIS and reporting documents
- Coordinate with internal teams, airlines, travel providers for a timely delivery of services

What we are looking for

- Bachelor's degree in a related field will be a plus
- Minimum of 3 years' experience as a Travel Agent
- Experience in Corporate Travel Management
- English and Spanish required
- GDS: Amadeus, Galileo, Sabre & Worldspan
- Operating Systems: Windows
- Microsoft Office
- Online Travel & Booking Tools

What we offer

- Vacations
- Christmas Bonus
- Meals Voucher
- Saving Fund
- Health Insurance
- Life Insurance



Apply here
Scan the QR code and apply on
careers.motherson.com