

ABOUT GEMALTO

Gemalto is the world leader in digital security with annual revenues in 2016 of €3.1 billion and more than 15,000 employees operating out of 118 offices and 27 R&D centers, located in 49 countries.

We are at the heart of the rapidly evolving digital society and a third of the world uses our products. Gemalto's digital solutions ensure that people communicate, travel, shop, bank, entertain and work safer and easier.

In North America, our customers span across these market segments and include Verizon, Amazon Web Services, Department of Defense, Audi and Microsoft. We have tremendous opportunities and growth potential within all segments, including EMV, NFC and the Internet of Things.

Learn more about us by watching this short [animation](#).

JOIN US

We can offer you a dynamic career in a friendly, diverse international work environment where your contribution is highly valued.

WHY GEMALTO?

- 94% of our employees think that Gemalto is a Great Place to Work.
- We have a multitude of awards in innovation, marketing, business, quality of our solutions and our people.
- We have a Business Innovation Garage (BIG)

NORAM TRAVEL MANAGER

Location: Austin TX

As a NorAm Travel Manager located in Austin, TX you will be responsible for managing the Travel Program, including but not limited to: manage the relationship and follow-up the service level with the main travel partners, address NorAm employees escalations, implement and monitor the compliance of processes and policies and drive the action plans in support of cost savings and avoidance, travel scope productivity & efficiency improvement and travelers safety.

A week in the life of a Travel Manager:

- You will utilize creativity and strategic thinking to develop new and challenging ways to improve the Travel Program productivity and efficiency while achieving cost reduction and maintaining a high level of satisfaction with travelers.
- Ensure day to day operations are at agreed upon performance.
- You will monitor the segment evolution and compliance.
- You will interact with the Executive Assistants in NorAm and provide support as needed.
- You will provide guidance to Gemalto travelers and take the lead as regional escalation point for main Travel related topics.
- You will define the strategy and negotiate prices, global discounts and terms and conditions with Travel Industry suppliers and have quarterly business reviews with them.
- You will ensure that formal agreements are in place to secure commercial conditions & service levels in order to protect our business.
- You will be the primary contact for the Travel Management Company and Online Booking Tool support teams.
- You will create and publish KPI's and provide reporting for reconciliation purposes for different NorAm entities.
- You will develop and lead regional projects and initiatives in order to improve the process, deliver value and optimize spending.
- You will be responsible for all internal and external meetings & events negotiations.
- You will be responsible for supporting and comanaging the Travel Agency's onsite agent based at our offices in Austin.
- You will maintain and continually evaluate effectiveness of the travel policy.

Knowledge, Skills and Experience:

- **To succeed at this job, you must have the following skills:** Excellent communication; exceptional judgment; highly developed interpersonal skills; analytical; influence and change management; process improvement; problem solving; patience with internal customers; strategic thinking; building cross-functional relationships; advanced MS Excel; organization.
- **It would be preferred if you have:** Experience in the travel industry; knowledge of Travel Management Companies and Online Booking Tool; negotiation; Project implementation; Strategic sourcing experience; End user training experience.
- **You must be** fluent in English and a strong oral and written communicator.
- **We would like someone to join our team who is** high energy, hardworking and customer oriented.

so you can suggest and develop your ideas.

- Our employees come from 117 countries.
- We provide training, promotion from within, cross-cultural and interbusiness mobility.
- You can contribute immensely to making the internet a safer place!

- **You must have** a Bachelor's Degree in Business, finance, or other related study focus.
- **We are looking for someone with** 4+ years of experience in travel, procurement or related function.
- **Travel of up to** three times a year.

Application Process

- Apply now before this career opportunity is filled. We look forward to reading your CV!

Employees are required to perform the duties of this position, or any Gemalto position, in compliance with all company policies, procedures, practices, and processes, whether written or verbal, which Gemalto, in its sole discretion, may change periodically, including, but not limited to, those implemented to ensure product, physical plant, information systems and technology security, along withal federal, state and local regulations and public policies. Protect Gemalto assets from unauthorized access, disclosure, modification, destruction or interference. React and help resolve security events or security risks reported by employees. Ensure responsibility is assigned to the individual for actions taken.

Gemalto is an Equal Opportunity and Affirmative Action employer. It is our policy to provide equal employment opportunity for all employees and applicants without regard to race, color, age, religion, sex national origin, marital status, physical or mental disability, sexual orientation, veteran's status, or other protected group status. We support and apply this policy through a program of affirmative action. This includes special efforts to employ and advance within our organization, qualified members of protected groups. Applicants may request reasonable accommodation to participate in the hiring process. Answers to application questions will be used for applicable, job-related purposes only.