



TRAVEL & RELOCATION SPECIALIST

Job Purpose

Ensure an efficient and high-quality travel service and coordinate accommodation for team members while delivering excellent customer service to the studio. Participate in the onboarding experience by supporting Ubisoft employees in their relocation journey.

Reports To

Operations Manager

Responsibilities

- Make travel bookings for team members and visitors such as letters of invitation, visas, booking flights and accommodation etc.;
- Make hotel bookings for team members and visitors, both local and international, ensuring all bookings meet Ubisoft Leamington and Ubisoft Reflections' standards;
- Verify the rates and itineraries suggested by the Ubisoft authorised travel agency and complete booking via the company travel booking tool, following Ubisoft's business travel policy;
- Co-ordinate any accommodation requirements in accordance with the Recruitment Policy and International Mobility guidelines;
- Prepare agreements for tenants, negotiate contract renewals with vendors and visit properties to ensure they are in good condition and well maintained;
- Check all new starter's right to work in the UK to ensure compliance with UKBA in conjunction with the HR team;
- Advise on the visa process for the UK and liaise with the Talent Acquisition Manager to ensure compliance with UKBA regulations;
- Be a point of contact for the studio in relation to corporate travel and UKBA regulations;

- Keep informed on evolving trends and tools in corporate travel and any changes to UKBA Regulations;
- Work with our third-party visa service provider to welcome new starters to the business. Be responsible for the visa sponsorship of our international staff, maintaining records, tracking visa renewal dates and ensuring changes to visas are made correctly;
- Work with our third-party relocation service provider to facilitate movement to the UK. Provide support to new starters through the relocation process, providing support and helping answer international relocation queries throughout;
- Ensuring all travel trips are relevant, follow the correct approval process, cost effective and adhere to Ubisoft's travel policy including in relation to Carbon Footprint;
- Efficiently communicate and liaise with IT, HR, Production and Management support as required;
- Track Business Travel over time including numbers of trips, travel distance, costs and Carbon impact;

Skills and Knowledge

- Strong interpersonal and communication skills;
- Attention to detail is essential;
- Knowledge of UKBA regulations, visas and other documents relating to the Right to Work in the UK;
- Strong initiative and pro-active attitude;
- Knowledge of travel tools, such as Egencia, is desirable;
- Ability to prioritise workload and communicate competing priorities is essential;
- Computer literate, with a good working knowledge of Microsoft Office applications.

Relevant Experience

- Experience in travel management or other relevant skills is essential;
- Experience working within a team is desirable;