



Travel Operations and Supplier Analyst (m/f/d)

The **Motherson Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 190,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centers, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Your tasks.

- Coordinate and support travel operations across Europe, North Africa and Americas, ensuring alignment with corporate procurement and travel guidelines.
- Analyze travel data to identify cost-saving opportunities.
- Engage in end-to-end supplier management: from identifying travel providers to assisting in contract negotiations and performance evaluations.
- Administer travel tools and booking platforms: manage configurations, user access, deployment, and resolve technical issues.
- Implement and communicate travel policies across all levels of the company—ensuring clarity, compliance, and documentation.
- Act as a reliable advisor for internal stakeholders on travel matters.
- Develop and monitor key performance indicators (KPIs) to track service levels and supplier performance.
- Lead training initiatives to support policy updates, new tools, and travel-related processes.
- Contribute to impactful travel-related projects: whether optimizing supplier contracts, reducing environmental impact, or launching new digital

What we offer.

We provide a pleasant working atmosphere in a new and modern working environment with good career opportunities. You will get to know exciting and varied assignments working closely to Management levels of Motherson.

We show our commitment to our people via the following values:

- **Interest for each other:** We act with empathy and care about each other and about our counterparts.
- **Togetherness:** We work together collaboratively and selflessly.
- **Trust:** Hard to gain and easy to lose, therefore we say what we mean, keep our promises and treat others with respect.
- **Respect:** We respect and value people of all backgrounds. Respect is a common ground we work with each other.
- **Enthusiasm:** We are curious, ambitious, passionate, humble and life-long eagerly learners.

platforms.

Your profile.

- Bachelor or Masters degree in Tourism, Administration, International Business or related fields.
- Several years of experience in administrative or support functions within the business travel environment.
- Excellent English skills (spoken and written), additional languages are preferred.
- Proficiency in Microsoft Office tools, particularly Excel and desirable Power BI.
- Proactive and solution-oriented mindset.
- Organizational and time management skills.
- Willing to travel (30%) occasionally for project related tasks.

How to apply.

Ready to streamline corporate travel and shape tomorrow's journey experiences?

Then apply for the job with your complete application documents directly on this page and bring your expertise on board!

Should you have any further questions, please feel free to contact us by phone at the following number:

+49 (0) 6181 – 36972150.

We look forward to getting to know you soon!

Apply now