



## Manager, Partner Processing

Fully remote  
U.S.-based

As the Manager, Partner Processing you will participate in strategic global partnership initiatives with new and emerging forms of payment, perform the technical integration of alternative forms of payment and other payment processing solutions, and work with other UATP departments to implement and support UATP payment processing solutions with Merchants. This is a fully remote, U.S.-based position that reports to the Director, Partner Processing.

### Primary Responsibilities

- Develop and maintain relationships with payment partners.
- Analyze payment and market share data.
- Prepare and deliver presentations to UATP Members and partners.
- Develop integration plans for new payment processing partners.
- Implement and provide ongoing support for payment processing partners.
- Implement and provide ongoing support for alternative form of payment Merchants.
- Research, troubleshoot, and resolve UATP system issues related to payment processing.
- Identify and suggest improvements to systems and processes.
- Create and maintain user guides and standard operation procedures.
- Travel domestically and internationally up to 25% of the time.
- Attend and participate in mandatory virtual and in-person meetings and industry events.
- Establish and maintain positive, respectful, and productive relationships with individuals inside and outside UATP.

### Requirements

- Bachelor's degree or work experience from which comparable knowledge and skills may be acquired. Advanced degree is preferred.
- At least five years of experience in project management, business case development, and presentation skills.
- At least two years of experience in the payments industry (global credit/charge card and/or alternative forms of payment) OR the travel industry (preferably airline experience.)
- Knowledge of Global Distribution Systems (GDS) and Payment Service Providers (PSPs).
- Knowledge of and experience in developing alternative payment methods preferred.
- Strong analytical abilities and attention to detail.

- Proficiency in Microsoft Office applications. Microsoft Project experience a plus.
- Strong interdepartmental collaboration skills; ability to successfully work across departments is required.
- Fluent in English. Other language skills a plus.
- Must be able to provide proof of having the right to work in the United States.
- Ability to work in a highly independent, home-based environment with minimal supervision.
- Ability and willingness to travel domestically and internationally up to 25% of the time. Trips may be overnight, week-long, and weekends.

This job posting is intended to describe the general nature and level of work to be performed by the individual assigned to this position; it is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Staff may be required to perform duties outside of their normal responsibilities.

**For consideration, please send your resume to [Human.Resources@uatp.com](mailto:Human.Resources@uatp.com).**