



Travel
Department
Let's see more...

Travel Department
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Product Executive – Full time / permanent role.

Are you a person with a flair for building travel itineraries and a passion for travel? If so, we just might have the perfect role for you! Our Product Executives work closely with our suppliers throughout the world to build and plan the best itineraries to suit our very valued customers.

Do you have an outgoing personality with a commercial focus and strong negotiation skills? Previous travel industry experience is preferable but not essential. You would report to Fatima, our Product Manager.

Who are we?

Travel Department is one of Europe's leading guided holiday companies based in the vibrant Dublin Docklands area. With over 20 years' experience under our belts, we are true experts in our field. We offer a world of choice to our valued customers through our fabulous itineraries to over 140 destinations around the world.

Why us?

Our experienced teams have visited almost all the destinations we sell so can offer first-hand travel tips and advice to each other and of course to our customers. There's a real love of travel here and this can be seen in our meticulously planned and well thought out itineraries. From cultural to exotic long-haul, weekend Christmas breaks to a more active travel programme, we really do offer it all!

You will be responsible for:

- Booking and administering services with inbound operators, hotels, coach companies and guides
- Creating website content for all elements of the tour including itinerary and hotel descriptions
- Updating Travel Department's website with product information with relevant SEO content
- Proofing and checking reader offers, newspaper inserts, brochures and other marketing material
- Providing appropriate reports to suppliers based on allocations and customer feedback
- Monitoring success of tours and responding effectively
- Assisting with developing new tour types and new destinations
- Updating / training reservations staff with product details
- Researching and developing new and interesting itineraries including new coaching itineraries and holidays to new destinations
- Occasional site visits for hotel & destination inspections
- Review weekly trading reports and analyze data to report back to management with suggested actions

We would like you to have:

- Very strong attention to detail
- A commercial focus and strong negotiation skills
- An outgoing personality with the ability to manage relationships with people and suppliers worldwide
- The ability to learn quickly in a busy environment
- Flexibility - ability to multitask!
- Work well under pressure and to tight deadlines
- An excellent knowledge of Word / Excel

Package details:

- Full time role
- Salary commensurate with experience
- 20 days annual leave per annum
- Discounted holidays
- Position based in Dublin 2, served by many transport links with flexibility for a blend of home and office working
- Dynamic and exciting industry and work environment

Reports to: Product Manager

Closing date for applications: 23rd June 2022

How to apply: If this sounds like the role for you, please email a cover letter along with your CV to clairedoherty@traveldepartment.ie