

## Product Assistant

### DESCRIPTION

UK based long haul tour operator seeks highly motivated, hardworking homeworking Product Co-ordinator to work with the Product Team.

The company has proudly been trading for over 40 years and offers high quality, value for money travel components to its large customer base. As a Product Assistant you will require a high level of attention to detail and accuracy.

### JOB PURPOSE

- Find and source and price deals to add to our existing Product portfolio.
- Create offers and deals in areas including, USA Single, Twin, Multi Centre, Fly Drives, Escorted Tours, Caribbean and Worldwide Cruise.
- Expand Rest of the World portfolio including Destinations such as Thailand, Indian Ocean, Canada, Australia and New Zealand.
- Liaise with Suppliers to obtain content, images and video.
- Identify areas of improvement in existing landing page deals.
- Monitor daily bookings to identify any Destinations or Offer Type that are converting which are worth promoting.
- Monitor, identify replicate Products that seem to be particularly strong from our competitors.
- Look for Added Value inclusions that help our Product Offering to stand out.
- Create offers, deals and content to align with Destination/Supplier Marketing campaigns.
- Creation of assets for Destination/Supplier Marketing campaigns

## REQUIREMENTS

If you have at least 2 year's recent relevant experience this could be a fantastic opportunity for you.

### 1. Essential Experience

- Minimum 2 years recent Travel experience
- Good verbal and written communication skills
- A professional and confident manner
- Able to use and update excel spreadsheets
- Excellent attention to detail
- Previous experience of using Airline Reservations Systems
- Previous experience in worldwide cruise products
- Previous worldwide destination experience

### 2. Useful Experience

- Previous experience of using Dolphin preferred
- Previous experience of tailor-making luxury holiday itineraries

## HOURS OF WORK

37.5 hours per week Monday to Friday, 9am to 5.30pm (including 1 hour for lunch)

## BENEFITS

In Return, We Are Offering:

- Salary of £24,570 per annum plus up to 10% annual bonus
- Generous Holiday Package: 28 days of paid holiday (including bank holidays), increasing to 33 days with long service.
- An additional day off for your birthday.
- Working from home
- Workplace pension scheme
- Company shares incentive plan
- In house coaching programme
- Comprehensive Training: Expert training to help you succeed in your role.
- Financial, medical, and mental wellbeing programmes, including:
  - Employee Assistance Programme, including wellbeing support.
  - Mindfulness and meditation courses.
  - Regular online events
  - In-person company events (twice per year).
  - Access to qualified financial advisors
  - Pension hunter services
  - Virtual GP appointments
  - Yearly allowance for eye tests, dental additional therapies.
  - Shopping discounts
  - Discounts on personal holidays
  - Additional optional dental plan.