



Product Executive Services

The main purpose of this role is to build relations with key Suppliers in UK and in Europe and to assist to book the services for ad-hoc groups and series group bookings, according to the market requirements.

Job Title: Product Executive
Reporting to: Head of Product - Services
Department: DMC
Primary Location: London, Edinburgh or Palma

About Us

We help travel businesses grow through destination expertise. Working with international clients in the travel trade, we develop new touring programmes, improve existing ones or boost turnover by providing accommodation, attraction entrances, catering, guiding and transportation in our destinations at a leading rate. JacTravel was established in 1975 so are long term specialists in England, Scotland, Wales and the island of Ireland but have now expanded into France and other key destinations in mainland Europe.

Our Culture

We have passionate travel experts based in our offices in Edinburgh, Dublin, London, Palma (Mallorca) and Cluj (Romania) but also working remotely throughout the world. We're very proud of our diverse team. Since 2017, JacTravel DMC has been part of WebBeds, one of the world's leading providers of accommodation distribution services to the travel industry, and so there are more than 50 different languages spoken throughout the entire company.

Working at JacTravel means mixing with colleagues and clients throughout the world, coming into close contact with the best travel experiences that our destinations have to offer and playing a vital part in the future of inbound tourism. We think our working culture reflects this – in the offices we are smart casual, hybrid working models are encouraged to suit each individual employee and we make an effort to fit our work around people's home lives. Achieving a fair work-life balance is in our nature.

Job Purpose

Negotiate the best possible rates and T&C with the suppliers in order to maximise margins.
Undertake purchasing tasks for the Sales, the Key Accounts Team and the Operations Departments, in order to meet our clients' requirements and deadlines.
To provide administration support to the Product Team as required.

Key Responsibilities

To book the group ground services requests passed to the Product Team by members of Sales and Key Account teams and to ensure that the right product has been offered at the best possible rates and conditions.

To send options, confirmations out to suppliers and follow-up where necessary, ensuring paperwork accurately reflects requirements.

To ensure maximum usage of the products offered by the contracted suppliers.

Attending Fam trips, networking events and trade shows in order to enhance existing supplier relationships as well as create new relationships.

To understand the needs of the clients and the markets in which the company is operating, obtaining this information through trainings and discussions with colleagues.

To maintain and improve good relations with the suppliers.

To negotiate ad-hoc group rates with contracted and non-contracted suppliers for key products.

To assist other departments within the Company when required.

About You

Essential

Qualifications & Knowledge: A solid knowledge of Microsoft Word, Excel and Outlook. Well-developed written and verbal communication. Highly accurate with an excellence attention to detail. Fluent in English.

Experience, Skills and Behavioural Requirements: Professional approach to work. Approachable and positive individual with a 'can do' attitude. Excellent organisation and time management skills. Ability to make decision and to work on own initiative and in team. Be a team player and support your colleagues.

Desirable

Qualifications & Knowledge: Fluency in Spanish, French or German is preferred.

Experience, Skills, and Behavioural Requirements: Previous experience in negotiation or booking services preferred.

What we can offer you



Flexible hours



Hybrid working



Travel benefits



Birthday day off



Up to 25 days annual leave
(excluding bank holidays)



Learning and development
opportunities



Health and wellbeing support
including enhanced parental
leave and Employee Assistance
Programme



Family and Friends discounts on
Hotel and Flight bookings



Long service awards



Company-funded staff social
events



Pension scheme