



**Travel**  
Department  
Let's see more...

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## Product Executive – Full time / permanent role.

Travel Department is Ireland's leading escorted tour operator with an approach to business that is innovative, dynamic and professional. We have an unsurpassed reputation within our market for excellent customer service, quality holidays and value. For over 28 years, our team of experts have been creating fully guided group holidays with best-in-class service and an ever-growing product portfolio.

We have an exciting opportunity for a Product Executive.

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. You would report directly to our Product Manager.

### **You will be responsible for:**

- Travel Department products
- 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.
- Team working skills.
- 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.

**Reports to:** Product Manager.

**Closing date for applications:** Thursday 13<sup>th</sup> of February 2025.

**How to apply:** If this sounds like the role for you, please email a cover letter along with your CV to [alison@traveldepartment.ie](mailto:alison@traveldepartment.ie)