

Product Executive – Full time / permanent role.

About Us:

Irish owned and operated, Travel Department is a leading provider of guided group holidays, delivering memorable experiences to customers in Ireland and the UK. We've been operating for nearly 30 years, bringing customers to wonderful destinations all over the world.

Our team create fully guided group holidays that include everything from flights and accommodation to excursions and experienced local guides. Customers return time and again thanks to our range of incredible destinations and best-in-class service.

Headquartered near Dublin's vibrant docklands, our greatest strengths are our people, scale, market-leading position in Ireland, and unrivalled experience. Our team are experts who share one crucial thing in common – a passion for travel.

The 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 Francesca and Stephen, our Product Managers.

You will be responsible for:

- **Travel Department and TDactive 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 and TD Active 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.

Reports to: Both the TD Product Manager & TD active Product Manager.

Closing date for applications: 11th December 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