



## JOB DESCRIPTION

**Job Title: Product Executive – UK & Ireland**

**Department: Contracts**

**Location: London**

### Responsibilities

- Ensure all product (accommodation, unique experiences, services) is contracted with the best conditions for AC Luxe clients (FIT & Groups).
- Sourcing and managing relationships with existing and new suppliers
- Monitoring availability and increase where applicable
- Preparing proposals for AC Luxe clients, including contracting for their specific programmes
- Price comparisons
- Preparing product tariffs for AC Luxe clients
- Coordinating product loading and ensure contracts are on sale
- Assisting with contract loading if required
- Updating clients and colleagues on new product and change to existing products
- Produce and review management information
- Dealing with complaints when no suitable solution can be reached in the first instance.
- Keeping up to date with new accommodation and attractions openings and new products in the market
- Attending and arranging FAM trips and networking events
- Assisting with invoice queries and giving the correct information to the accounts department
- Any other office duties as required

### Skills & Experience

- Professional fluency in English is required.
- Professional fluency in French is preferable, but not essential
- Driving License essential, extensive travelling throughout the UK&I
- Experience in the travel industry (preferably within the London & UK market)
- Keen interest in developing unique and different customer experiences for inclusions in bespoke itineraries.
- Excellent negotiation and communication skills
- Good numeric understanding and commercial acumen
- Has the approach of a self-starter that takes real pride in their work while still enjoying and recognising the importance of being part of a team.
- Previous experience of learning 'on the job'
- Extremely organised with an unflappable approach that can successfully multi-task is a real must.
- A positive outlook with a flexible approach that actively seeks out solutions.
- Strong documentation skills
- A quick learner of new IT tools and operating systems is essential.
- Good knowledge of Microsoft office applications (Word / Excel / PowerPoint)
- Strong attention to detail and accuracy
- Good sense of humour

**To Apply:** Please send through your updated CV and brief cover letter to [jobs@actours.co.uk](mailto:jobs@actours.co.uk)