



## JOB DESCRIPTION

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

**Location: London**

### Responsibilities

- Ensure all product (accommodation, unique experiences, services) is contracted with the best conditions for AC Luxe clients (FIT & Groups).
- Carrying Out Product Price comparisons, to ensure AC Group is sourcing and offering Products at competitive prices
- To research and produce exciting and inspiring itineraries connected to particular themes and/or key destinations in order to promote and assist sales for all AC Group's brands; including AC Luxe and AC Tours
- Producing written 'copy' for media, publications and journals in order to promote AC Group's ability to offer and operate tour itineraries based around particular themes and/or key destinations, tailored to particular markets when required
- To produce marketing material which will promote a range of AC Group products – for example, a new hotel or experience, or a special offer obtained by colleagues in the Product Development team or the Contracting Department
- Managing relationships with existing suppliers and establishing relationships with new suppliers in order to support and grow the Product portfolio
- Monitoring availability and increase where applicable
- Preparing proposals for AC Luxe clients, including contracting for their specific programmes
- Price comparisons
- Coordinating product loading and ensure contracts are on sale and bookable
- Updating clients and colleagues on new product and change to existing products
- Produce and review management information
- Assist Line Manager in 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

- Excellent negotiation and communication skills
- Good numeric understanding and commercial acumen
- Driving License essential, extensive travelling throughout the UK&I and, potentially, beyond
- Attention to detail, accuracy and precision
- Strong organisational, multi-tasking and prioritisation skills
- Sense of urgency, and ability to manage a range of projects simultaneously – sometimes with conflicting priorities and short deadlines
- Keen interest in developing unique and different customer experiences for inclusions in bespoke itineraries.
- A quick learner of new IT tools and operating systems is essential.
- Good computer knowledge (Microsoft Excel/Word/Outlook)
- Excellent command of the English language.
- Experience in the travel industry (preferably within the London & UK market)

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