

JOB DESCRIPTION

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| Job Title: | Commercial Inventory Database Executive |
| Reporting To: | Inventory Manager |
| Department: | Commercial, Nelson House, Farnborough |
| Direct reports: | None |

Company Background

Hotelplan is a large pan-European travel group headquartered in Switzerland, under the ownership of Migros, the leading Swiss co-operative retailer.

In the UK, Hotelplan is a well-established and profitable family of specialist tour operators, with a strong tradition of excellence & high standards of quality and service. Each of our companies is incredibly passionate about its holidays, and our staff both in UK and overseas are focused to ensure that we meet, indeed exceed the expectations of our discerning and loyal customers, many of whom travel with the company time and again.

The Hotelplan UK family of brands includes Inghams, Esprit, Santa's Lapland based in Farnborough, together with the adventure travel businesses, Explore Worldwide also based in our Farnborough offices and Intravel business based near York.

Sustainability and Responsible Tourism is at the core of everything we do, and should be a passion for everyone employed by the group.

Our vision - *"To be the most loved travel company in our markets, famous for customer experience and sustainable travel"*.

What are we looking for?

Someone who can work in the fast paced Inventory team, responsible for managing the Inghams, Esprit and Santa's Lapland inventory process. The role is responsible for updating and maintaining the company systems Snowball and Mythos.

Main Responsibilities and Key Tasks

Mythos (Reservations system)

- Loading and maintenance of arrangements and services.
- Arrangement consists of accommodations, excursions, ski extras, car hire, transfers
- Loading and maintaining allocations, releases, restrictions and pricing rules
- Loading and maintaining the setup of multi centre and tours
- Loading cost and sell prices where applicable
- Cross checking of loading within the team
- Ad hoc corrections or changes required to allow a flexible selling process
- Working with the Product team to agree any changes to the programme
- Liaise with Res/Admin for booking queries
- Liaise with Finance for invoice cost queries

Snowball (Overseas system)

- Loading and maintenance of all pre-bookable items to be reported
- Loading and maintenance of all locally sold inventory
- Turning around requests for new inventory quickly and efficiently
- Loading and maintenance of cost and sell prices

Knowledge, Skills & Experience

- Methodical and numerate
- Able to use Excel to an intermediate standard
- Able to work under pressure and to meet brochure deadlines
- Have good communication skills
- Have good prioritisation and time management skills

Values

- Be Passionate in everything we do
- Work together as a United team
- Be innovative embracing and driving change
- Trusted, open and honest
- Stand out and be distinctive

Key Competencies

- Accuracy and attention to detail
- Time Management – ability to prioritise
- Communication skills
- Technical expertise

Working Relationships (internal, external, cross-functional, direct reports)

- Product team
- Commercial team
- Finance Team
- Overseas Team
- Reservations
- Operations

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and you will also be expected to undertake such tasks as are reasonable and relevant to the scope of the post. Job descriptions will be regularly reviewed to ensure they are an accurate representation of your role.