

## Position Description.

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<b>Job Title:</b>	<b>Product Executive (Groups) – JacTravel</b>
<b>Reporting to:</b>	Regional Head of Contracting
<b>Department:</b>	Groups Department - DMC
<b>Location (primary):</b>	London - hybrid WFH/WFO according to needs of the business

## Job Purpose.

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The main purpose of this role is to build relations with key hotels in Europe to assist to place ad-hoc and series group bookings, according to the market requirements.

Negotiate the best possible rates and T&C with the hotels in order to maximise margins.

Undertake purchasing tasks for the Sales, the Key Accounts Team and the Operations Departments, in order to meet our clients' requirements and deadlines.

To provide administration support to the Product Team as required.

## Key Responsibilities.

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- To place qualified group requests passed to Product by members of Sales and Key Account teams and to ensure that the right product has been offered at the best possible rates and conditions.
- To send options, confirmations (and also amendments and cancellations if needed) out to suppliers and follow-up where necessary, ensuring paperwork accurately reflects requirements.
- To ensure maximum usage of allocation and RU space is being implemented where relevant.
- Attending Fam trips, networking events and trade shows in order to enhance existing supplier relationships as well as create new relationships.
- Attending supplier meetings face to face where appropriate.
- To understand the needs of the clients and the markets in which the company is operating, obtaining this information through trainings and discussions with colleagues.
- To maintain and improve good relations with key hotels.
- To negotiate ad-hoc group rates with contracted and non-contracted suppliers in key locations, in conjunction with the Regional Contracts Manager for the area.
- To negotiate and book space to be sold for events where the department is pro-actively promoting a date for group travel, or a series, and to manage this space.
- To assist other departments within the Company when required.

## Level of Financial Responsibility.

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- None

## Level of Management Responsibility.

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- None

## Key Measures.

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- Adherence to daily, weekly and monthly tasks completion and deadlines

## Required Experience and Knowledge.

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<b>Essential</b>	
Qualifications & Knowledge	<ul style="list-style-type: none"><li>• A solid knowledge of Microsoft Word, Excel and Outlook</li><li>• Well-developed written and verbal communication</li><li>• Highly accurate with an excellence attention to detail</li><li>• Fluent in English</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• Professional approach to work</li><li>• Approachable and positive individual with a 'can do' attitude</li><li>• Excellent organisation and time management skills.</li><li>• Ability to make decision and to work on own initiative and in team</li><li>• Be a team player and support your colleagues</li></ul>

<b>Desirable</b>	
Qualifications & Knowledge	<ul style="list-style-type: none"><li>• Fluency in French is preferred.</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• Previous experience in negotiation preferred but not essential.</li></ul>

## About WebBeds.

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Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

**Our clients** – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

**Our supplier partners** – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at [www.webbeds.com](http://www.webbeds.com)

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