

# TRAVELBEAT

## TOURISM MARKETING

### **NOW RECRUITING: ACCOUNT ASSISTANT**

Due to continued growth and promotion within the business, TravelBeat is looking to hire an Account Assistant, working across our wide-ranging portfolio of partners.

Formed in 2015, TravelBeat is a UKinbound Award-Winning tourism marketing company that helps organisations around the world understand the valuable tourist market and how to target it effectively. With a growing client base of tourist boards, sightseeing passes, tour operators, associations, hotels and some of the biggest brands in attractions and entertainment across six countries, we have a rare opportunity to join the TravelBeat team as Account Assistant. If you are looking to begin a career in sales and marketing and you have a passion for travel, we want to hear from you!

Our company works hard but we play hard too. We are looking for someone who is outgoing and enthusiastic, highly motivated and extremely organised.

We're a small team! The ability to work in a busy, small-staff environment whilst wearing many hats at the same time is the key to excelling at TravelBeat. If you can work well within a small team, there is ample opportunity to learn and grow with us as we take the company forward.

You will assist the Directors and Account Manager in implementing partners' sales and marketing plans and activities. You'll have an analytical mind and have excellent desk research skills. You'll be using them to prepare market information documents to keep our partners informed on all of the latest tourism trends and statistics on an ongoing basis. Using your strong organisational skills, you'll keep our intranet and extranet in good shape and work to keep our ever growing databases in check, providing administrative support to the Directors when required. You'll also be working to ensure our trade show project partners get best in class service each time they're here in the UK. There will be some UK travel as part of the job.

This may be your first job but you'll have the innate ability to create a quick rapport, using strong personal relationship skills to become a key player in our company. You'll have a natural ability to deliver exceptional customer service and have a knowledge of MS Office, particularly Word, Excel and PowerPoint. Ideally, you'll also know your way around MailChimp or a similar e-newsletter program.

You'll need to be always willing to learn new processes and have a highly collaborative, positive and fun attitude to work. It's a chance to set yourself up for an exciting career whilst having fun at the same time.

#### **The finer details**

**Working hours:** 37.5 hours per week worked flexibly with some evening and weekend work included depending upon the time of year

**Salary:** competitive salary based on experience

**Holidays:** 20 days plus bank holidays and our Christmas shut down 27 – 31 December rising to 25 days after 3 years

**Location:** Haywards Heath (West Sussex) – some domestic travel may be required from time to time.

**Have what it takes? Get in touch**

This is an exciting time to join us and so if you think you have what we're looking for, please send your CV with a covering letter. If you are already in employment, please state your required notice period, current salary and some thoughts on what you could bring to this role to: [jb@travelbeat.co.uk](mailto:jb@travelbeat.co.uk)

**Closing Date:** Friday 16 August 2019

***No agencies please.***