

# TRAVELBEAT

## TOURISM MARKETING

### **NOW RECRUITING: ACCOUNT EXECUTIVE**

Due to continued growth, TravelBeat is looking for a talented Account Executive to join our team.

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, tour operators, sightseeing passes, associations hotels and some of the biggest brands in attractions and live entertainment across six countries, we have a rare opportunity to join the TravelBeat team as Account Executive. If you are looking to build 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. Make this work and there is plenty of opportunity for you to grow with the company as we take it forward together.

Alongside the Directors, Account Manager and a small number of freelancers you will be responsible for offering our partners the great service they have come to know from TravelBeat. From collaborating with tour operators, OTAs and travel trade media to booking and planning trade shows, sales calls and events, the Account Exec's role is very varied. There is always something different to do! You will implement partners' sales & marketing plans and be responsible for writing client reports to a high level of accuracy.

We also require the Account Exec to ensure the success of our busiest periods of the year including World Travel Market and ITB Berlin. This will require excellent time management skills and a strong attention to detail.

You will ensure maximum awareness and exposure is maintained for our partners. There will be some UK and overseas travel as part of the job.

Educated to degree level, you'll possess strong analytical skills and have the ability to create a quick rapport, using strong personal relationship skills in person, in writing and on the telephone. You'll have a natural ability to deliver exceptional customer service for our partners and the travel industry alike. At the same time, you'll be a competent user of MS Office, particularly Word, Excel and PowerPoint – if they aren't already, they'll become your best friends. You'll also need to be comfortable with some public speaking, sharing ideas and products with multiple stakeholder groups.

The team is self-motivated and always willing to learn new processes. Whilst having a highly collaborative, positive and fun attitude to work is important, you'll also need to be comfortable with taking direction.

A full UK driving license and proficiency in a European language, ideally French or German will be a big advantage.

#### **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 and European 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 stating 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:** 5pm, 16 August 2019

***No agencies please.***