

<b>Title</b>	Product Assistant
<b>Department</b>	365 Tickets International Limited
<b>Report to</b>	Commercial Director (CD)
<b>Location</b>	Brighton (or within close travel distance) Predominantly home-based
<b>Hours</b>	Full Time

### About 365Tickets

365Tickets was established as one of the original online ticket distribution platforms in 1997. Today, the company continues to enjoy strong relationships with partners in the attractions, tours and activities sector of the leisure travel industry including the likes of Historic Royal Palaces, Merlin Entertainments, Disneyland Paris and many more.

### Product Loading and Administration

- Loading of new product contracts including rates, dates, times and inventory as required
- Loading of copy, images and information relating to new and existing products
- Creating and enhancing product copy
- Executing administrative changes as requested by suppliers and / or in accordance with internal instructions
- Actively participating in weekly product meetings
- Ensuring all aspects of loading and administration are carried out accurately and to a high standard.

### Supplier Relationships

- Attending supplier meetings with or on behalf of colleagues
- Attending travel industry shows, networking events and familiarisation trips
- Participating in, and in time taking ownership of, relationships with supplier partners
- Conducting research on product and market opportunities.

### General

- Supporting the CD in any required capacity in order to assist them to execute their role
- Supporting the marketing department with product information and marketing content as required
- Ability and willingness to travel with reasonable frequency within the UK, Europe and to Jersey headquarters
- Ability and willingness to attend networking events outside of standard working hours
- Excellent written English and attention to detail essential
- Ability to build strong relationships, common sense, commercial acumen, flexibility and reliability essential
- Additional European language(s) an advantage but not essential.

### Opportunities

- The role would very much be of a supportive capacity initially but there is huge scope and opportunity for ownership of relationships and product development in time
- To join a long established, growing team with years of industry experience
- Excellent potential for career and skill development.

After an initial training period, this role will be predominantly home-based with regular meetings in Brighton (applicants should be within a short, commutable travel distance) and some travel to Jersey, within the UK and Europe. The salary range is £20,000 - £23,000 per annum, dependent upon experience.

Interested? Please contact us on [careers@365tickets.com](mailto:careers@365tickets.com) with your CV and a covering letter explaining what interests you in this role and why you would be a great candidate to join the 365Tickets team.