

**Job Specification – David Urquhart Travel – Business Development**

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| **Job Title** | **: Business Development** |
| **Reports to** | **: Commercial Director & Business Development (China)** |
| **Based at** | **: Strathmore House, East Kilbride, and can be flexible** |

**Job Purpose**:

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| *To assist in functions of the business contributing to growth, allowing the business to accelerate accordingly towards Business goals.* |

**Key Responsibilities & Accountabilities**

1. Assist with product and quotation translation as and when required;
2. Assist with providing clients accurate enquiry information and helping to secure the business;
3. Research potential product based themes for chinese market;
4. Contact internal and external suppliers for operational aspects of product development;
5. Assist with client accounts when Clients have groups visiting UK;
6. Research and assist with potential clients for collaboration;
7. Any other tasks required by the business.

**Key Skills Required**

1. Strong administration skills and proficient in Microsoft Office
2. Strong attention to detail and well organised individual
3. Ability to negotiate with external suppliers & clients
4. Customer service experience essential
5. Excellent communication skills

***Preferred additional skills, not essential***

1. Fluent in both English and Chinese/mandarin (written and oral communication)
2. Knowledge of the Chinese outbound tourism market
3. Knowledge of the UK as a tourism product