Abbey Group
City Gate, 22 Bridge Street Lower, Dublin 8
Tel: +353 1 648 6100
Web: www.abbey.ie

THE COMPANY
Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched. Today, the group consists of Abbey Ireland & UK, Abbey Conference and Events and Moloney & Kelly Ireland & UK with offices in Dublin and Edinburgh.

With overseas representatives in ten key markets, the Abbey Group is an internationally recognised inbound B2B specialist for Group and FIT travel, Conferences and Events.

The Group has four divisions specialising in specific types of inbound tourism
- Conferences & Events
- Group Tours
- Individual & Online Travel
- Incentive & Luxury leisure travel

WHY WORK FOR US
- Progressive Company
- Learning and Training opportunities
- Active Social Committee and Green Team including free events throughout the year
- Deloitte Best Managed company for 11 consecutive years
- Hybrid/blended working option available
- Contribution towards pension/health plan
- Employee Assistance Programme

TITLE OF VACANCY:

Business Development Executive, Northern Europe, Groups Department

BACKGROUND:
We are seeking an experienced, commercial Business Development executive with a proven track record in converting business from the German speaking markets inbound to the UK.

The individual will be a commercially driven self-starter with excellent interpersonal skills, articulate with total fluency in written and spoken English and German.

The company offers a competitive salary along with company bonus scheme and benefits package. It is an exciting opportunity for a candidate who has a strong sales flair and is looking to develop their career in a fast growing travel company.

This role will report to the German Business Development Manager UK . Some international travel may be required.

CORE DUTIES INCLUDE:

- Develop and maintain strong relationships with both existing and potential new clients in the North Europe Groups Market. This includes German speaking markets, Scandinavia, Benelux and other East Europe countries.
- Active hands on role in the Business Development function for Abbey Ireland & UK for the North Europe Groups Department. This will involve the preparation and costing of proposed client group and series programs and dealing with the client to ensure their subsequent conversion to confirmed business.
- Following up with the client in a timely way to convert offers and quotes into profitable sales.
- Full utilization of the Tourplan system to generate all quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected in Tourplan.
- Full utilization of our CRM system.
- Any agreed sales and marketing activities, either in Ireland/UK or in the overseas market place. This could take the form of either desk based activities or direct agent/client interaction.
- The position may also extend to cover support in any of the other company departments as the need arises.
- Assistance with the supervision of any trainees assigned to the area
- Any other duties as assigned from time to time by your Manager or Director(and this could be in another department within Abbey Ireland & UK)

REQUIREMENTS:

- **Fluency in German required (oral & written)**
- Very good knowledge of MS Office
- Good knowledge of the British tourism industry product is a distinct advantage.
- Excellent organizational skills with good attention to detail
- Being achievement focused and sales driven
- Strong positive communication skills
- Being client focused, friendly and diplomatic
- Team player able to work in a busy environment
- A desire to be the best for yourself and your clients

REPORTING TO: Business Development Manager, North Europe Groups Dept.

SALARY: Negotiable depending on experience

LOCATION: London (virtual office) or Edinburgh (office based)

APPLICATIONS: Application cover letter + CV to be sent to Katrin Erdmann
katrine@abbeyuk.com