



Abbey Ireland & UK,
67 Shandwick Place, Edinburgh, EH2 4SD
Tel: +44 131 656 5900
Web: <https://www.abbeygroup.ie/careers>

THE COMPANY:

The Abbey Group is an established and fast growing Destination Management Company with offices in Dublin and Edinburgh with a turnover of 95 million in 2019 specialising in B2B sales to the International travel trade in both Groups and FIT. The UK operation is head quartered in Edinburgh with a remote team presence in London. Today, the group consists of Abbey Ireland & UK, Abbey Conference & Events and Moloney & Kelly Ireland & UK.

Due to the ongoing expansion of our business, we are seeking an experienced Accommodation Executive with knowledge of the UK hotel market.

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

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 12 consecutive years
- Hybrid/blended working option available
- Employee Assistance Programme

TITLE OF VACANCY:

Accommodation Executive, Accommodation Department - Edinburgh (Hybrid) or London (Remote)

CORE DUTIES INCLUDE:

- To assist in placement of all group accommodation requirements according to buy rates or cheaper.
- Processing of cancellations / amendments / over bookings / waitlists and all other administrative tasks.

- Develop clear lines of communication with the Business Development teams across the company on accommodation requirements, discussing any issues and fostering a strong collaborative approach.
- Any other duties as assigned from time to time by your Manager (and this could be in another Department within Abbey Ireland & UK).
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

REQUIREMENTS:

- Confident in negotiating with external suppliers.
- Extensive knowledge of the UK Hotel market preferred.
- Working knowledge of the geography of the rest of the United Kingdom.
- Proficient in Microsoft office.
- Excellent negotiation and communication skills.
- Excellent organisational/administration skills with strong attention to detail.
- The ability to be methodical/orderly and accurate. Must be able to cope with strict work deadlines and be able to respond effectively to any new tasks.
- Flexibility and adaptability in approach.
- Team player able to work in a busy environment.

REPORTING TO: UK Accommodation Director
SALARY: Negotiable depending on experience
AVAILABILITY: Immediate
LOCATION: London (home office based) or Edinburgh (office based)
APPLICATIONS: Application cover letter + CV to be sent to Jamie Robertson
jamie@abbeyuk.com