



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 Business Development Executive with a proven record of accomplishment in quoting leisure groups from our North America & Long Haul markets.

The company offers a competitive salary along with company bonus scheme and benefits package. This role is an exciting opportunity for a candidate who has strong organisational skills, capable of handling and operating a large volume of groups with excellent customer care focus 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

Some international travel may be required and will be in compliance with the company's Business Travel Policy.

TITLE OF VACANCY:

Business Development Executive North America and Long Haul Market Groups department - Edinburgh (Hybrid) or London (Remote)

CORE DUTIES INCLUDE:

- This role is part of the business development function for Abbey Ireland & UK's English Speaking Groups. It involves the timely response to client requests for Group quotations.
- Working to department and individual KPI's ensure that all quotations meet company standards and conversion levels are reached.
- Full utilisation of the Tourplan system to generate all client and supplier communications, also ensuring that the confirmed proposal is accurately reflected in Tourplan thereby facilitating a smooth and accurate accounting process.
- Development of relationships with overseas clients.
- Any agreed sales and marketing activities, either in the UK or Ireland or in the overseas market place. This could take the form of either desk based activities or direct agent/client interaction.
- Attending Trade shows and client familiarisation trips as appropriate and if required.
- Quoting of ad hoc group and series business as required.
- Responsibility for operating the Department's 24-hour emergency phone numbers on a rotational basis; shared with other members within the department.
- The position may also extend to cover support in any of the Company's Groups and Operations Departments as the need arises.
- Supervision of any staff/trainees assigned to the area.
- Assisting the Abbey Group with its environmental and responsible tourism initiatives
- Any other duties including, but not limited to contracting, accommodation services and processing of bookings, as assigned from time to time by your manager or director (and this could be in another department within Abbey Ireland & UK).

EDUCATION & QUALIFICATIONS:

- 3rd level in Languages, Business or Tourism or relevant experience- desirable but not essential
- Very good knowledge of MS Office

OTHER REQUIREMENTS:

- Fluency in English required (oral & written)
- Good knowledge of the UK tourism industry products a distinct advantage.
- Excellent organisational skills with good attention to detail.
- Excellent customer care and communication skills.
- Team player able to work in a busy environment.

REPORTING TO: Manager - North America and Long Haul Market Groups department

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 Sandra Veselinovic

SandraV@abbey.com