

Job Advertisement & Job Description

Job Title: Commercial Executive
Reports To: Commercial Director
Based: HQ, Cambourne Business Park

What are we looking for?

We have a fantastic opportunity for a Commercial Executive, in our Commercial Team the role has arisen due to a member of the team departing on Maternity Leave, but we are offering this as permanent position. The Commercial Team is dynamic and friendly, it encompasses systems, pricing, airfares, reporting and data analysis.

In this role you'll:

- be looking at all aspects of pricing (brochures, tactical offers, marketing campaigns, flash sales and PR prices) across all of Premier's products. You'll be collating the information and putting into a excel or word document.
- design and put together sales and marketing offers and campaigns for retail to send out to clients.
- work closely with Sales and Marketing, and Product to ensure offers for marketing campaigns, brochures and general offers are delivered on time and pricing maintained throughout the life of the offer.
- understand what offers should be shared, when and why to ensure that we get return on investment for the campaign. You'll need an awareness of airlines, flight routings, airfares, and availability.
- need to scrutinise offers and give feedback to help ensure our tactical promotions are commercially viable.
- assist in setting up and maintaining all processes involved in our reservation system, @comRes. This will include such things as setting up, updating, and maintaining rates for hotels, exchange rates, transfers, hotel, car hire etc.
- be required to assist reservations and Customer Services with any queries they may have.

What you'll need:

Our business can't be done without our people, we want them to be proud to work for Premier and consider them to be part of the Premier family. In this role we are looking for someone who is approachable, enthusiastic, and flexible to fit in with the rest of our team, you'll also need to have these knowledge and skills:

- Knowledge of the travel industry
- Understanding of Galileo flight systems or similar
- Strong knowledge of excel and the other office products.
- Close attention to details
- Able to work under pressure
- Strong administration skills
- Ability to meet strict deadlines
- Good communication skills – written and verbal
- Good with numbers

You're likely to have come from a background in administration.

What's in it for you?

We are a friendly bunch, we listen to our staff, treat everyone fairly, celebrate long service and loyalty, are flexible, fun, and sociable to create the best environment we can for our employees to flourish. We offer:

- Discounts on Travel and Holidays
- 29 Days Holiday Inclusive of Bank Holidays, increasing on length of service
- Standard Life Pension - 3% Employer Contribution, 5% Employee
- Social Events: Summer Party, Christmas Party, Quiz nights and other socials.
- Fresh Fruit in the offices

The procedures and policies contained in this document were developed based on current government guidance and are subject. Any significant changes will be communicated to the staff via email and their direct line managers and may result in needing a re-signing of the updated policy. Failure to comply with these procedures and policies could result in legal action against Premier Holidays and depending on the severity could result disciplinary action.

What are the hours for the role?

We are looking for someone who will be able to work office hours Monday – Friday, 9am – 5:30pm, we'll also need someone who is flexible to work on a Saturdays on a rota if required.

Whilst you get to know your team and your job role, we'll expect you to attend the office every day, following this initial period, we offer our team hybrid working, where we'll see you in the office three days a week, with flexibility to work from home on the other days.

A bit about Premier

Premier Travel Group (made up of Premier Holidays and Premier Travel) are an independently owned, family-run travel company that has proudly been operating locally for over 85 years. Over half of our team of 220 have been with the company for more than 10 years, which says a lot about our company ethos and experience in selling holidays.

Premier Travel Limited is the East of England's leading independent travel agency with 25 branches across the East and Southeast of England, twelve of which are in the Cambridgeshire area. Our Travel Consultants pride themselves on their excellent travel knowledge, high levels of customer service and the personal touch that keeps our many loyal customers coming back to us again and again.

Premier Holidays Limited is the tour operation side of the business offering a wide range of holiday destinations, which include the Channel Islands, Far East, India, Sri Lanka, Middle East, Southern Africa, Indian Ocean, USA, Canada, the Caribbean, Australia, New Zealand, and the South Pacific. We are well known within the travel industry as the market leader for Channel Islands holidays and as a long-haul specialist with a team possessing extensive experience in creating long haul, tailor-made multi-centre holidays. Our wide range of inspiring brochures can be found in most Travel Agencies across the UK and our knowledgeable staff are always on the end of a phone line to offer invaluable holiday advice and personal recommendations. We also have an office in Jersey and a direct client brand for the Channel Islands.

Our goal is to deliver exceptional holidays that our teams are proud of. We care about our customers' holidays as though they were our own; we recognise it's our business but their dream.

Data Privacy

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