

Product Development Executive

Job Profile

A leading Sightseeing Company in the heart of London is looking for a Product Development Executive to support the Business Development Director. The role involves maintaining and developing supplier relationships, sourcing new products and features, dealing with contracts and planning and overseeing large events throughout the year. You will also be required to attend networking events and trade shows.

We are looking for someone with a confident, bubbly personality and an in depth understanding of the travel and tourism industry. The ideal candidate will have experience in a similar role and offer excellent communication skills with the ability to negotiate.

Role Responsibilities

- Build and maintain relationships with and then manage the performance of suppliers
- Support the Commercial, Finance and Operational teams in the agreement of contracts with suppliers, including discounts, short term exclusives and amendments
- Keep up to date with market trends and support the identification and sourcing of new and ad-hoc products and features
- Assist the procurement of services and products for the business
- Research, identify and source new event opportunities
- Compare costs, quality and service to ensure the highest standard

Essential Criteria

- Fluent written and spoken English
- Confident and approachable
- Experience working in a similar role – 12 months experience preferred
- Proactive and professional attitude to work and learning
- Well organized and good time management skills
- Smart / Well-presented and polite
- Can work well to tight deadlines and prioritise work load
- Strong telephone manor
- A 'can do' attitude and able to work in a fast-paced environment
- Confident with Excel, Outlook and PowerPoint
- Able to attend conferences and exhibitions outside of usual working hours

Hours of Work

This is a Monday-Friday role with working hours of 9am-5pm.

Salary

A starting package of £25,000-£27,000 per annum is on offer.