

EST 1974

ITC TRAVEL

GROUP

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Job Title:	Product Executive	
Reports To:	Senior Product Manager	
Location:	Chester	
Job Family:	Level 2	Product & Commercial

Job Purpose:	Manage product related information to ensure products are fit for sale and marketed appropriately. Support the delivery of financial targets and key performance indicators through the creation of creative and accurate product information.
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Key responsibilities:	<ul style="list-style-type: none">• Create and maintain internal product information in an accurate, timely manner and in line with company processes• Produce pricing information for all online activity, ensuring that ITC has the strongest offers and prices in the market• Identify opportunities to drive promotion of products, working alongside sales and marketing teams to maximise sales• Conduct regular competitor analysis and report back with findings and suggested actions / improvements• Organise product training programs to enhance product knowledge for all sales & marketing teams, including preparation of training packs and materials• Own the communication and promotion of sales incentives tracking results and feedback to suppliers and internally• Process and audit supplier contracts, monitoring rate changes and commission levels to maximise profits• Attend supplier training, presentations and events to support the development of product knowledge and share throughout the organisation• Develop and maintain relationships with suppliers, liaising frequently to ensure smooth service delivery and satisfaction• Produce regular reports to analyse the effectiveness of promotions and make recommendations for improvement• Provide operational and administrative support across the Product team• Work with other departments and teams within the ITC portfolio to the benefit of our customers• Any other duties and tasks required as directed by your manager
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Education, skills & experience

- Experience in an operational, administrative or commercial role, ideally within the travel or hospitality industry
- Excellent interpersonal and communication skills, with a strong verbal and written ability
- Self-motivated and able to work on own initiative
- Strong organisational skills with good time management and ability to prioritise and work under pressure
- Proficient in the use of IT systems, including Microsoft Office. Experience in travel systems Travelink and Amadeus would be advantageous
- Excellent attention to detail and a sense of personal accountability
- Positive, enthusiastic and helpful with a commitment to excellent customer service
- Strong relationship building skills with the ability to work with a wide and diverse range of suppliers
- Good team player driven by team and individual success
- Desire to learn and progress