

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

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 and UK.

Moloney & Kelly Ireland and UK (part of the Abbey Group) is a leading Destination Management Company which specialises in luxury individual and leisure group travel from the US, corporate meetings and incentive groups from around the world with the core objective to ensure the delivery of a top class and professional service to our worldwide client base. Moloney & Kelly has gained a reputation as the market leader in operating incentive programs into Ireland with its team of experts delivering creative, exciting and successful client experiences. The Company's leisure groups and Individual Travel Department is an approved Virtuoso and Signature on-site partner for the UK and Ireland and can provide an exciting range of tailored high- end programs for those clients who are travelling both independently or part of group or for those clients who wish to have pre or post extensions when participating on an Ireland/UK incentive or conference program and to enjoy some of Ireland/UK's hidden gems.

As part of its continued expansion, we are now looking to recruit an Edinburgh based FIT specialist for our Leisure Department.

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 and 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

Tel: 353-1-690 9450 Fax: 353-1-690 9499 Email: info@moloneykelly.com Web: www.moloneykelly.com

Directors: D. Byrne, J. Healy, T. Duffy, V. Castles
Registered in Ireland No. 529232 VAT No. IE 3185251 QH

Ireland: 5 City Gate, Bridge Street Lower, Dublin, D08 DV07, Ireland.
UK: 3rd Floor, Shandwick House, 67 Shandwick Place, Edinburgh, EH2 4SD, Scotland.

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
- Contribution towards pension/health plan
- Employee Assistance Programme

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

TITLE OF VACANCY:

Leisure Department Executive, Leisure Department- Edinburgh

CORE DUTIES INCLUDE:

- Develop and maintain strong relationships with both existing and potential new clients of Moloney and Kelly.
- A hands on approach to developing FIT business for the UK from existing and potential new clients. Key to this will be developing a clear understanding of the client's needs and deadlines, offering existing and new programmes to fulfil those needs and ensuring that the client has all the necessary material and information to present this information to their clients whether in brochure or online format.
- Provide assistance to other Moloney & Kelly and Abbey UK staff in the business development and operations of agreed leisure and incentive group bookings.
- Work with the Moloney & Kelly (Abbey UK) team to ensure that company information and sample programmes are constantly updated, refreshed and reflect current special offers on the Travel Advisors websites of both Virtuoso and Signature Travel Networks.
- Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected in Tourplan.
- Any agreed sales and marketing activities, either in Ireland and the UK or in the overseas market place. This could take the form of either desk based activities or direct agent/client interaction, including attending trade shows.
- General office duties including booking confirmations via fax and email, filing, processing reservations including the preparation of client vouchers and invoices through the Company's reservations system (Tourplan) and the distribution of client welcome packs.
- Periodic out of hours emergency phone coverage
- The position may also extend to cover support in any of the Company's Groups and Operations Departments as the need arises.
- Support with the supervision of any staff/trainees assigned to the area.
- Any other duties as assigned from time to time by your Manager or Director (and this could be in another Department within Moloney & Kelly or Abbey Ireland & UK Dublin).
- Assisting the Abbey Group with its environmental and responsible tourism initiatives.
- You will report to Manager, FIT Department, Abbey UK which may change at some point in the future.

EDUCATION & QUALIFICATIONS:

- Relevant degree qualification in Languages, Business or Tourism - desirable but not essential.
- Very good knowledge of MS Office

OTHER REQUIREMENTS:

- Fluency in verbal and written English
- Experience in a similar role/ company is essential for this position
- In depth knowledge of the luxury UK Tourism product a distinct advantage
- Proven track record in the development of clients proposals and operating those programs to the highest level within a fast paced and competitive environment
- Ability to meet agreed time lines / deadlines
- Excellent customer care and communication skills
- Good team player with excellent communication skills who demonstrates pro-activeness and initiative
- Willingness to travel - mainly within Ireland & UK but also possibly to overseas locations

REPORTING TO:

FIT Manager

SALARY:

Negotiable depending on experience

LOCATION:

Shandwick House, 67 Shandwick Place, Edinburgh, EH2 4SD

APPLICATIONS:

Application covering letter & CV to Nicolas Roland nicolas@abbeyuk.com