

**YIELD Executive**

**Person specification:** Positive attitude, being confident, persuasive, goal oriented, an

effective team player

**Requirements:** Negotiation skills, accurate working style with strong attention to detail, good knowledge of our destinations of Great Britain and Ireland, being IT literate, experience of Tourplan

**Reports to: Yield** Manager

**Job specification:** Securing hotel space for confirmed business to the leisure group market and ensuring that the product offered is within the budget and standards of quality required for each market and client. This comprises of monitoring and managing group bookings and allocations in order to maintain and build relationships with our suppliers.

**Key Tasks:**

* Sourcing hotel space within the company’s portfolio for booked groups
* Acquiring a competitive price for our client, within a short turnaround time
* Negotiating hotel rates and terms & conditions
* Helping achieve an expected margin for the company
* Developing relationships with hotels: exchanging feedback, providing updates, identifying ways of presenting group booking requests to each individual supplier to optimise outcome; dealing with supplier book-outs, supporting supplier complaint resolution
* Maximising usage of pre-booked space, including allocation and bed-bank management
* Reviewing, monitoring and evaluating sold dates/spaces
* Monitoring loadings of specific dates/locations and closing them out in the system if necessary
* Liaising with internal clients, i.e. Central Support, Market Hubs & FIT (where required)
* Storing and presenting product knowledge
* Ensuring all contracts are loaded correctly into Tourplan for company wide use
* Running various reports, comparing charts, updating the system if necessary to keep an overview on your allocated areas
* Use and development of Group Allocation Application to benefit all areas of the company
* Responsible for setting up and releasing agreed hotel group allocations in conjunction with Contracting

**Additional tasks:**

* Supporting the Destination Managers in contracting allocations and series allocations when needed, as well as dealing with/contracting new attractions
* Assisting in building relationships with new and top existing attractions
* Create, agree and deliver on production targets as appropriate
* To flexibly support team members of the same region (and other regions where business requirements demand) to fulfil their role as and when needed, for business reasons such as productivity, expertise absence, illness etc.

**This job description is intended only as a guide to the main responsibilities and it in no way intends to restrict any individual in the performance of other duties as may be required by the Company**