

# SALES & QUOTATIONS EXECUTIVE



*Location: London, United Kingdom*

*Department: DACH*

*Reporting to: DACH - Sales & Product Team Leader*

*Contract Type: Permanent*

## Do you want to create memories that last a lifetime?

Tour Partner Group is a leading B2B Destination Management Company (DMC) specialising in travel experiences across the UK, Ireland, the Nordics, and the Baltics. With offices in London, Edinburgh, Dublin, and Copenhagen, we bring together over 300 destination specialists, designing unforgettable travel experiences for Groups and FIT, as well as curated MICE programmes under our dedicated brand, **Horizons by Tour Partner Group**.

At **Tour Partner Group**, we believe in responsible travel, continuously challenging ourselves to elevate our standards and ensure that every journey we create leaves a positive impact on both people and the planet.

## About the position:

We are looking for a passionate and dynamic **Sales & Quotations Executive** to join our team in **London**. In this role, you will be responsible for **creating quotations, costings and well-presented, interesting and profitable itineraries to our clients. Being able to customise quotes for different client territory, market segments, and client type, whilst delivering quotes that are timely competitive and with margin flagged.** You will work as part of a **collaborative, international team**, creating memories that last a lifetime for our clients and their customers.

## Your responsibilities:

As a Sales & Quotations Executive at Tour Partner Group, your key responsibilities will include:

- Creating and preparing itineraries and quotations for Groups, within an agreed time frame, and in an agreed presentation style, with the aid of Tourplan
- Costing tours with prices from contracted hotels, events and experiences. Producing a quotation and detailed itinerary for the client to make the sale
- Understanding and developing a strong commercial relationship with our clients: knowing what type of tour they prefer, their market position (cheap, luxury, mid-range), and the products that are most suitable for maximum sales; understanding the clients' sales cycle ensuring we are quoting for the right business at the right time
- Meeting our clients' requirements and matching this information with our product database to ensure that the best possible itinerary is planned and that opportunities for increasing sales revenue are maximised by suggesting additional services
- Ensuring price and margin of our offer is competitive and profitable, within the company's pricing guidelines; objective is to maximise margin on all quotations



- Maintaining electronic (and paper where appropriate) filing systems for all group quotes & costing in line with procedures
- Preparation of tours: generating bookings in Tourplan and requesting services to our suppliers
- Understanding the market and the competitive landscape and pressures, and working with the client to grow their business and our business with them
- Ensuring that the details of your portfolio of clients are effectively recorded in the company CRM and reporting systems
- Account managing an assigned portfolio of clients as necessary
- Supporting and following up on client confirmations with hotel confirmations where necessary in support of the wider team
- Supporting 24- hour emergency assistance to customers when required to do so

## Your profile: Skills & Experience

We are looking for an individual with the following skills and qualifications:

- Fluency in German and English (written and spoken)
- Sales and Operations experience, acquiring clients and building strong commercial relationships with them
- Strong communication and negotiation skills
- Ability to work under pressure and multitask in a fast-paced environment
- High level of proficiency in CRM systems and Microsoft Office
- Good knowledge of our destinations Great Britain and Ireland
- Being IT literate

## What we offer

At Tour Partner Group, we believe in rewarding our team members. By joining us, you will enjoy:

- **A dynamic and international work environment**, collaborating with colleagues from over **20 nationalities**.
- **Familiarisation trips** to enhance your first-hand knowledge of our destinations.
- **A holiday increase** with years of service, up to **25 days**.
- **A contribution towards gym membership** to promote well-being.
- **An extra day off on your birthday**, because celebrating is important!



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- **One volunteering day per year** to support a cause you're passionate about.
- **Annual social events** to celebrate our shared successes.
- **TPG Travel Club discounts** to explore our destinations in your free time.
- The opportunity to become a **Value Champion**, earning a **Discover-Our-Destination reward** for an exciting explorer getaway.
- **A structured development programme with on-the-job training**, ensuring you reach your full potential.
- A **collaborative and supportive team culture** where every member is valued.
- Opportunities for **career progression**, moving into new roles within the company.

## Additional Information

- **High Season Period:** Please note that from **1st May – 31st August**, the workload may be heavier, and overtime may be required. Overtime is compensated as time off in lieu.
- **Work Location:** This position is based in **London**, with the possibility of hybrid working depending on the role.



## Our Values

At Tour Partner Group, our values guide everything we do:

- **Partnership** – We collaborate as a team to succeed and hold our colleagues and business partners in high esteem.
- **Inspiration** – We inspire confidence in others through our knowledge and expertise. We seek and embrace change.
- **Respect** – We are open to new ideas, cultures, and experiences. We value honesty and transparency.
- **Passion** – We share our love for travel and encourage others to explore our destinations. We aspire to be the difference that makes the difference.

## Our Commitment to Sustainability & ESG

- We recognise the part we play as a tourism business. We believe in the **positive force and impact** of responsible business on our collective future—one that is sustainable and contributes **not only to ourselves and our clients but also to the planet and society as a whole**.
- Internally, we have taken active steps to **reduce our environmental footprint** by limiting printing, switching to **digital business cards**, and ensuring that **business travel is only undertaken when essential**. Additionally, we encourage our employees to **give back to the community** through our **1 volunteering day per year** initiative.
- Find out more about our sustainability efforts: [Tour Partner Group ESG Policy](#)

## How to Apply

If you're excited to be part of a team that delivers exceptional travel experiences, we'd love to hear from you!

- Please send your **CV and cover letter** to [global.recruitment@tourpartnergroup.com](mailto:global.recruitment@tourpartnergroup.com) with the subject line: **Application for Sales & Quotations Executive – [Your Name]**.
- If you have any questions about the role, please contact **Bianca Chiru** at [bianca.chiru@tourpartnergroup.com](mailto:bianca.chiru@tourpartnergroup.com)

We look forward to welcoming you to the Tour Partner Group team!

[www.tourpartnergroup.com](http://www.tourpartnergroup.com)

