



LUXURY TRAVEL EXECUTIVE – ACCOUNTING & CONTRACTING

We are looking for a new team member to join our niche travel agent with a friendly office in rural Yorkshire, offering hand-picked luxury private villa rentals in Spain.

A Luxury Travel Executive is sought to provide admin support to the Product and Accounting functions of the business, helping the company to onboard new properties, input pricing & product data, and undertake daily bookkeeping duties.

You will be based at our office in this scenic market town, working alongside the company Director with flexible timetable options available.

This is a role for someone looking to join a young, boutique agency which has a bright future and is in a phase of growth. There are opportunities to learn all aspects of the business and progress with the company.

DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

- Daily bank accounts reconciliation
- Processing payments to/from suppliers and clients
- Creating invoices, bills, credit notes and chasing payments
- Accurately uploading new product data to booking system and website
- Accurately updating pricing and marketing details for existing product
- Helping prepare new contracts and managing annual renewals
- Running and editing reports in Microsoft office & res system
- Use of CRM and cloud software systems in accordance with company handbook (which you may also help to create)

REQUIRED SKILLS

- Demonstrates a high level of numerical accuracy, attentive to detail and sees things through to completion
- VAT and commercial contracts experience, preferably in the Travel Industry
- Mac computing, Microsoft Word & advance knowledge of Excel is essential
- Can learn new software & processes quickly
- Experience with accurately loading data onto websites or CRM systems
- Always ready to learn new aspects of the business and offer support to team members where required
- Analytical & logical thinking

WWW.THELUXURYVILLACOLLECTION.COM

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REMUNERATION – IMMEDIATE START

This role offers a flexible timetable which can be full time, or reduced to fit school hours or lifestyle needs, with a pro-rata adjustment in salary.

Geographically, this role will ideally be based in the office, but hybrid work considered following initial training. We have a small, relaxed office in the rural market town of Penistone, accessible by bus and train, with a nice selection of shops and cafes on the doorstep.

Some overseas travel may be undertaken to familiarise yourself with the product, depending on progression through the business.

The starting salary for this role is competitive, based on full-time 37.5 hours (Monday to Friday), plus twice-yearly bonus and excellent benefits package to help you enjoy the work-life balance you deserve