

Role title	Inventory Executive
Reports to	Inventory Team Leader
Working hours	Work life balance is important to us and so we are open to discussion on flexible working patterns (minimum 4 days per week).
Location	Hybrid role with 2 days per week in our Inntravel office, Whitwell-on-the-Hill, near York

## Role Purpose

Inntravel is an ambitious travel brand with a big plan and a bright future. We are a well-established tour operator based in York, with a long tradition of developing and operating exceptional walking experiences.

The Commercial team is responsible for the commercial performance of the business and is expanding to drive growth and deliver success. We are seeking an Inventory Executive to join our colleagues within the team responsible for loading and maintaining the inventory of the range of products we sell. From product creation to holiday delivery, the Inventory team is focussed on translating every aspect of our holiday information into our reservation systems. We are looking for a dynamic and forward-thinking person who has a laser focus on accuracy and exceptional customer service and who can be part of the future of the team as we migrate selling systems this year.

You'll be joining a high performing, enthusiastic team who are equally passionate about the holidays we offer and who are helping to hit the company targets to halve our CO2 emissions by 2030.

## What we expect from you

- *Data inputting*
  - Interpret and input contract rates and other cost information from suppliers (eg. hotels, transport operators etc) into Inntravel's data structure to accurately reflect the cost base
  - Enter selling price data for our holiday programmes on to the Reservation system and company Intranet site
  - Create new records, codes and entry fields where necessary – bearing in mind downstream consequences of new items
  - Create and update holiday itineraries in an accurate and timely manner so that all on-sale holidays are presented accurately to internal and external customers
  - Communicate & respond to data and procedural questions from around the business
- *Other areas*
  - Opportunity to participate in reporting either directly from the data systems or using Excel or PowerBI reporting tools
  - Collaborate – work with the team to hit our team targets around profit, people and planet.
  - Opportunities for keen walkers / cyclists to become involved in writing route notes for our customer documentation
  - Any other relevant duties as required by the business

## What you will bring to the role

### ➤ Key Skills

- Strong organisational skills.
- Analytical and problem-solving skills.
- Experience of database entry and comfortable with Microsoft Excel
- Rigorous, methodical approach to handling a large volume of data entry
- Logical mind with an acute eye for detail, inaccuracy and inconsistency
- Able to manage variable workloads effectively and meet key deadlines
- Experience of SQL, php, and data manipulation is an advantage but not essential

### ➤ Personal Characteristics & Behaviours

- Confident communicator able to convey key ideas and information clearly and simply
- Self-motivated with plenty of initiative, but able to work well in a team environment
- Highly numerate, and enthusiastic to resolve challenges posed by numbers and written data
- Demonstrate understanding and behaviours that uphold our Values
- Advocate for change – suggest new ideas, challenge the status quo and be prepared to make a difference
- Enthusiasm & enjoyment – help to set an open, honest and fun culture at work

### ➤ Working Relationships

- Commercial team
- Product team
- Holiday Operations & Admin team
- Holiday Information & Feedback team
- Regular liaison with other teams including IT, Finance, and Reservations teams

## Benefits of working for us

- 50% holiday discount scheme on holidays offered by any company in the Hotelplan UK group
- 25 days holiday a year (pro-rata) – rising by 1 day per year to 30 days after 5 years.
- Opportunity to 'buy' additional holiday leave if you need more time off
- Bonus eligibility based on company performance each year
- Hybrid working environment
- A healthcare cashback scheme that allows you to claim back money on a number of healthcare costs
- Pension scheme and life insurance
- 2 volunteer days a year
- Sociable and friendly office environment including our own allotment and lunchtime exercise classes

## Our Values

- Inntravel – **inspiring** individual discovery
- **Expertise** through knowledge and experience
- **Respect** for the places and people we work with
- Embracing **individuality** and **creativity**
- **Trust** through openness and integrity
- Shared **enthusiasm** and **pride** in all we do.

**The fine print**

*This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and you will also be expected to undertake such tasks as are reasonable and relevant to the scope of the post. Job descriptions will be regularly reviewed to ensure they are an accurate representation of your role*

Approved by	
Date	
Reviewed	