

## **Product Executive NZ**

For 60 years, Abercrombie & Kent has been a pioneer in the world of luxury travel, redefining the notion of what is possible on holiday and delivering travel experiences that change the way travellers see the world and see themselves.

### **The Role**

A&K (Aust) is seeking a full-time **Product Executive NZ** in our Melbourne office. This role sits within our Inbound team and reports to the Head of Product (ANZ).

### **Key Responsibilities include, but are not limited to:**

- Maintain the New Zealand accommodation and touring product offering to a high degree of accuracy, ensuring the DMC team are well equipped to quote and sell New Zealand services to maximum potential
- Work closely with the systems team to ensure accurate and current rates and terms are demonstrated in Travel Studio for all New Zealand product
- Assist through the annual contracting season, ensuring timely delivery of loaded contracts across the New Zealand portfolio within Travel Studio.
- Action all New Zealand supplier amendments such as special events, block-out dates, allotment, revised terms, etc. to ensure Travel Studio is updated and all necessary teams are aware of changes
- Provide support to both suppliers and the DMC team for dynamic pricing model set-up, trade portal access and training as required
- Liaise with A&K USA, UK & AUS offices for the provision of all related product enquiry. Action enquiries from these offices in a timely manner and ensure they are briefed on all new product and amendments
- Work with the Head of Product to recognise fresh New Zealand product that is unique, innovative and exclusive and collaborate to bring this product to market-ready status
- Assist the product and marketing teams to ensure DMC marketing requirements are met for brochures, newsletters, social media, sample itineraries & special offers for all source markets
- Assist with the design & costing of sample itineraries for New Zealand touring product as required
- Work with guest relations to investigate supplier quality control issues and implement processes to avoid recurrence
- Establish strong working relationships with A&K's supplier partners in New Zealand
- Provide up-to-date market intelligence on competitors and trends as required

### **Required knowledge and experience**

- Prior experience in a product role, preferably in the travel/hospitality sector.
- Destination and tourism product knowledge across New Zealand
- Experience in inbound tourism highly desired
- Strong computer literacy including Microsoft Office (Word, Excel, PowerPoint, Outlook) and Travel Studio
- High degree of attention to detail
- Exceptional written and verbal communication skills
- Willingness to accept challenges
- Time management skills
- Ability to prioritise tasks
- Ability to contribute positively in a team environment
- Strong sense of initiative and capacity to work autonomously

- Ability to recognise areas for improvement and develop efficiencies within the role

*Other Information*

- Ability to travel within New Zealand as required
- Some out of hours work may be required

**Why work for A&K?**

- Flexible and inclusive workplace where staff are encouraged to expand their skill set, take on challenges and contribute positively to our collective team.
- Supportive environment that will make you proud to work for A&K
- Investment in our staff with both in-house and external training opportunities
- Opportunity to progress your career, not just in Australia but as part of our global business
- Annual Familiarisation/training travel opportunities
- 3 extra Wellbeing leave days per year (in addition to your Annual and Personal Leave entitlements)
- Access to our Employee Assistance Program (EAP)
- Opportunity to work from home as part of our hybrid working model
- Work in the enviable CBD office location
- Monthly birthday celebrations and other team activities
- An organisation that is mindful of the environment, conscious of waste and seeks to minimise our eco-footprint.

**Location:** Melbourne (Hybrid role)

**Status:** Permanent F/Time

**Contact Number:** (03) 9536 1800

**Contact Email:** [HR@abercrombiekent.com.au](mailto:HR@abercrombiekent.com.au)

**Application Procedure:** To apply for this position please view the Job Description on our website <https://www.abercrombiekent.com.au/careers/current-vacancies> and send a current resume & brief cover letter outlining your motivation and suitability for the role.