
Job title: Systems and Pricing Executive (data inputting)
Reports to: Systems Manager
Team size: 8
Based: Hybrid working 3 days at Cambourne HQ and 2 from home
Salary: Competitive depending on experience

Join us on an incredible journey...

We're growing, innovating, and ready for the next chapter. At Premier Holidays, our ambition is clear: to be recognised as the UK's go-to specialist for tailor-made long-haul experiences alongside being the market leader for holidays to the Channel Islands. To support this vision, we've recently invested in a brand-new bespoke booking system — a major step forward for our business. This system will be a key focus for this role as we transition from our current platform and work to streamline and enhance our processes as we embrace new technologies and enhanced systems.

About the role:

We have an exciting opportunity for a **Systems and Pricing Executive** to join this friendly, supportive, and collaborative team. This varied role covers data checking, inputting and maintenance of the back-office side of the booking system, working closely with other departments and suppliers to help optimise our processes and ensure accurate and efficient commercial operations.

Main duties and responsibilities include:

- Loading and maintaining overseas ground handling contracts which encompass transfers, tours, excursions and car hire.
- The checking and loading of hotel contracts and the various special offers associated with each
- Managing inventory close outs/stop sales of properties as and when advised.
- Ensuring that all components are set up, are correct and are feeding into the reservations side for the travel experts to tailor make holidays and also feeding correctly into the websites.
- Liaising with our Product Managers to ensure that rates are received in a timely manner.
- Assist reservations and Customer Services with any queries they may have in person or over the phone.
- In time once trained, assisting on rotation on the systems and pricing help desk line.

Knowledge, skills, and experience:

You're likely to have come from a background in administration and have the following:

- Ideally some knowledge of the travel industry (desired but not essential)
- Reasonable general computer and typing skills
- Strong knowledge of excel and the other office products
- Possess a keen eye for detail
- Be able to work under pressure and to tight deadlines when required
- Show strong organisation and administration skills
- Be able to communicate well, both in writing and verbally
- Like working with both text and numbers

What's in it for you:

We're a friendly, approachable company who value our people. We listen to our staff, treat everyone fairly, celebrate long service and loyalty, and pride ourselves on being flexible, fun, and sociable in order to create the best possible environment for our employees to thrive. Plus we put together and sell holidays for a living – what could be better! We offer:

- Annual company profit share for all staff
- Great discounts on your own holidays (plus generous friends and family discounts)
- 29 days' holiday inclusive of UK bank holidays
- Standard Life Pension
- Regular social events: Summer Party, Christmas Party, Quiz nights, brochure launches and a social fund to spend on regular team building events
- Treating people as individuals and not just a name or number! We value all of our employees and strive to create an inclusive and welcoming work environment
- Free onsite parking and fresh fruit

Become part of the Premier family and experience a supportive company culture that fosters teamwork and cross-department collaboration.

What are the hours for the role?

Monday – Friday, 9 am – 5:30 pm (on occasion there may be the need to work a Saturday on rotation with a day off in the week if/when required). Optional overtime is offered during busier periods for those who wish to do this.

Whilst you get to know your team and your job role, you will initially be expected to attend the office every day. Once you have successfully completed your training and are confident to work more on your own, you will then move to hybrid working, where we'll see you in the office three days a week, with flexibility to work from home on the other days. For this team office days are usually Mondays, Tuesdays and Thursdays.

A bit about Premier

The Premier Travel Group (made up of Premier Holidays and Premier Travel) are an independently owned, family-run travel company that has proudly been operating locally for almost 90 years. Over half of our team of 220 across the group have been with the company for more than 10 years, which says a lot about our company ethos and experience in selling holidays.

Premier Holidays Limited is the tour operation side of the business offering a wide range of holiday destinations, which include the Channel Islands, Far East, Sri Lanka, Middle East, Southern Africa, Indian Ocean, USA, Canada, Australia, New Zealand, and the South Pacific. We are well known within the travel industry as the market leader for Channel Islands holidays and as a long-haul specialist with a team possessing extensive experience in creating long haul, tailor-made multi-centre holidays. Our wide range of inspiring brochures can be found in most Travel Agencies across the UK and our knowledgeable staff are always on the end of a phone line to offer invaluable holiday advice and personal recommendations.

Premier Travel Limited is the East of England's leading independent travel agency with 27 branches across the East and Southeast of England, twelve of which are in the Cambridgeshire area. Our Travel Consultants pride themselves

on their excellent travel knowledge, high levels of customer service and the personal touch that keeps our many loyal customers coming back to us again and again.

Data Privacy

Before applying for this position please view our [Careers Site Privacy Policy](#). By submitting your application, you are confirming that you agree to the processing of your data as outlined in our [Careers Site Privacy Policy](#) and that we can keep your CV and application on file for up to two years.