

Supplier Events and Educational coordinator

360 Private Travel is a private travel club offering the very best in personal service with a passion for quality.

We do not advertise; we are recommended to all our clients personally, so satisfaction levels are paramount. Our clients have such a variety of interests that we design each holiday from scratch, from first ideas to the fine details of every itinerary. We skilfully highlight places and experiences that others might miss.

Our legendary personal service and global travel expertise really come down to one thing: the right people. The team at 360 Private Travel continues to grow internationally, but there is always room for more of our rare commodity described above.

The Role

This is a superb, entry-level role into the world of private luxury travel. Working in support of the sales & product team, the Supplier Events and Educational coordinator will be responsible for the management of the EMEA region team's supplier invitations to events and educational trips every week throughout the year. The role reports into the Supplier Partnerships Manager/Director.

Role Responsibilities

Liaising with our Supplier Partnerships Manager/Director in ensuring that all supplier invites to events and educational trips are distributed across the team; coordinating the responses and working with the Supplier Partnerships Director/Manager to manage the invites as well as coordinating the events and educational (FAM trips) calendar; and providing any necessary information required to suppliers. The role will also include supporting the Partners and Sales Managers as and when necessary, as well as assisting with training and onboarding new 360 Partners.

Role Requirements (Must-Have Skills)

- Strong organisational and time management skills
- Strong administration skills
- Attention to detail
- Be a team player
- Enthusiastic with a dedicated work ethic
- Good IT skills – knowledge of MS Word, Excel & Powerpoint

Hours/Location

This is a full-time role. Monday-Friday, 40 hours per week, hybrid working, with the expectation of a minimum of once per week in our friendly Head Office in Sevenoaks, Kent.

Salary

DOE