

## **Product & Operations Team Vacancies**

Dragoman Overland one of the original overland adventure tour operators recently completed an MBO. The new management team has exciting plans to re-define Overlanding for the 21st century and to deliver significant growth over the next 2-4 years.

We are looking for ambitious individuals to join the growing team at our Suffolk HQ and be a part of the newly created joint Operations & Product department, in the following roles:

### **Product/ Operations Senior Executive:**

#### **Key responsibilities include:**

- Ensure smooth running of overall operations – responsibility for at least 1 continent
- Research and cost new trips, contract suppliers and operators
- Ongoing development of the product from itinerary level through to delivery overseas
- Communication within UK office and to overseas crew and suppliers
- Develop product in line with market requirements, suitability and company aims
- Opportunities for overseas research/ educational

#### **Skills/experience:**

- Three years working within operations/product (adventure travel sector preferred).
- General knowledge of Africa, Asia and South America with specialism in at least 1 continent expected
- Ability to pay attention to detail and accuracy, excellent communication skills
- Good commercial awareness with strong numerical and analytical skills
- Ability to work and thrive in a small, flexible and evolving organisation

**Salary £18-22k depending on experience**

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### **Product/ Operations Admin. Assistant:**

The ideal candidate will be looking to develop their skills and have the ambition to grow within the company. It would be advantageous for candidates to have worked within the adventure travel industry (operational/product role or as a tour leader) or to have studied travel at further education level.

#### **Key responsibilities include:**

- Supporting the Product/Operations Executives
- Input of information for itinerary / brochure production
- Research for product development and ad hoc project work
- Reservation of hotels/activities with suppliers
- Support for overseas crew and work closely with the Sales and Reservations team
- Opportunities for overseas research/ educational

#### **Skills/experience:**

- A passion for adventure travel and general knowledge of Africa, Asia and South America – additional specialist knowledge an advantage
- Ability to pay attention to detail and accuracy, confident communicator
- Computer literate particularly in the use of excel, word and email
- Ability to work and thrive in a small, flexible and evolving organization

**Salary from £14k depending on experience**

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**Please send applications and a covering letter to Hannah Constable**

**email - [hannah@dragoman.co.uk](mailto:hannah@dragoman.co.uk)**

**phone – 01728 862200**

**post - Dragoman Overland, Camp Green, Kenton Road, Debenham Suffolk IP14 6LA**

**CLOSING DATE FOR ALL APPLICATIONS 1<sup>st</sup> Sep. 2008**