BLUE SKIES
—— L I F E S T Y L E ——

Position: Product Data Administrator
Location: Bournemouth, UK
Job Types: Full-time, permanent
Hours of Work: Monday to Friday 9am – 5.30pm
Remuneration: £18,000 per annum DOE

The Role

We are looking for a friendly, enthusiastic and reliable Product Data Administrator to join our sociable, dynamic team and provide administrative support on our luxury ski chalet, mountain and villa holiday websites. If you are one for being accurate, paying attention to detail, being efficient, organised and logical, then we would love to hear from you.

Key Responsibilities

As a Product Data Administrator, your role will consist of, but is not limited to:

- Create new property marketing content for websites which is descriptive, informative, and inspirational and also includes an SEO focus.
- Regularly update and maintain property pages product marketing materials to ensure accuracy and improve webpage performance.
- Provide essential maintenance to the property pages on our websites including amends to content, prices, images, availability, etc.
- Routine availability and pricing updates to ensure the calendars on our property pages are as up-to-date as possible.
- General maintenance of focus webpages, ensuring information and marketing imagery is accurate and inspiring.
- Communicate with our partners (property owners & operators) to maintain successful partnerships, resolving queries on property listings/content/property/images etc.
- Liaise and work closely with the marketing team, specifically to update blogs or write new blog content.
- Photo/image storing, sizing, cropping and enhancing for use on our websites and in digital material.
- Provide the sales team with relevant news and updates from Product or external partners to enable us to sell properties with confidence.
- Keep an accurate and up-to-date report of all updates and maintenance duties, creating reports/spreadsheets for key projects when required.
- Promote the company and always maintain excellent working relationships with partners, suppliers and colleagues.

The Company

Blue Skies Lifestyle is a family-run online luxury travel agency encompassing 4 brands. Ski In Luxury is our largest brand, focusing on over 1,000 of the best catered and self catered chalets available to rent in Europe. Ultimate Luxury Chalets is a collection of the top 100 chalets. For the summer seasons, Alps In Luxury is a collection of luxury chalets offered in top summer mountain destinations and our Villas In Luxury portfolio focuses on high end villa rentals across the world. Our super friendly and fun team all share a passion for the mountains and luxury travel.

BLUE SKIES
LIFESTYLE

The Benefits
Some of the benefits of being a Product Data Administrator are:
- 20 days annual leave plus bank holidays
- Career progression and training opportunities
- Combination of team working and working autonomously
- A company pension scheme
- Working in a home from home office environment
- Regular team events and active social calendar

The Perfect Candidate
The key skills and qualities of a Product Data Administrator are...

Essential
- Strong MS Office skills
- Excellent numeracy skills
- Excellent written English
- Excellent organisation skills
- Excellent communication and interpersonal skills
- Good communication skills
- Attention to detail
- Able to solve problems
- Creative thinker and analytical mind
- Able to show initiative and be proactive

Desirable
- Previous experience in data entry and/or within a travel company
- To have ski or snowboard holiday experience
- To have an understanding of SEO
- French language fluency would be advantageous, but not essential. Other desirable language skills in Spanish, Italian and German

This is a great opportunity to be part of an exciting, forward-thinking business. Please send your CV along with a cover letter explaining why you are the perfect candidate for this role and why you would like to join our team.

To apply, click the **link on our website**, send an email to **rebecca@skiinluxury.com**, or give us a call on **01202 203650.**

ULTIMATE *Luxury* CHALETS

SKI IN *Luxury*

ALPS IN *Luxury*

VILLAS IN *Luxury*