



Would you like to work with renowned national and international luxury brands in two of the Collection of Villages in Europe? Ingolstadt Village and Wertheim Village offer guests a memorable shopping experience and a unique, exciting and international working atmosphere for our staff. Currently, the Ingolstadt Village Tourism team is looking to recruit for the following role with the earliest possible start date:

ASSISTANT TOURISM MANAGER (M/F)

The Assistant Tourism Manager supports Tourism Management with sales support and follow up of appointments, the commercialising of tourism campaigns and the organisation and logistics of Fam trips driving international footfall to Ingolstadt Village and Wertheim Village. He/she is in charge of:

KEY RESPONSIBILITIES:

- Communicate seasonal promotions in local and international B2B tourism channels targeting domestic and long-haul leisure guests
- Support Tourism Managers with the coordination of sales missions and trade shows
- After-sales support: assist with follow-up of sales missions appointments and pursue business opportunities with travel trade partners in local and source markets
- Assist Tourism Managers with project related logistics and administrative tasks incl. Power Point presentations, Salesforce/CRM, tracking of campaigns, reportings
- Analyze Market data and statistics
- Ensure all partnership activity data is captured correctly in the Salesforce Database
- Support with the design and production of Travel Trade materials and collaterals and liaise with the Creative Team for briefings and proofreading.
- Interface role for Tourism Ingolstadt Village with the Retail, Marketing, PR and Digital teams
- Work with the Sales Reps for the organization of Fam Trips (transportation, hotels, F&B, touristic program) and handle small In Village events
- Back office support for Director and Senior Tourism Manager

BACKGROUND AND SKILLS REQUIRED:

- Proven travel industry knowledge of five years in the Tourism/ Hospitality or travel trade segment with work experience in a similar role
- Knowledge in developing sales and marketing activities
- Strong verbal, written, interpersonal communication and presentation skills
- Fluency in German and English is a must
- European/international experience would be advantageous
- Excellent organisational skills, self-disciplined and able to work under pressure
- A process-orientated and solution-driven person
- Strong analytical skills
- Hands-on mentality and an undertaking attitude
- Excellent Power Point and Excel skills are essential
- Attention to detail and ability to manage your own workload
- Working knowledge of Salesforce or similar CRM database
- Experience with budget planning and monitoring
- Enthusiastic and self-motivated

We look forward to receiving your application letter and CV by email to Marija Zagel at MZagel@ValueRetail.com