

**Job Title: Travel Trade Executive**

**Department: Aviation Development**

**Reports To: Director of Aviation Development**

	Essential	Desirable
<b>Qualifications</b>	Full UK Driving Licence	n/a
<b>Skills &amp; Experience</b>	Proven experience in the travel sector (ideally as a travel agent or tour operator)	Event management experience Experience of maintaining databases
<p style="text-align: center;"><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Self-motivated with drive and a can-do attitude with ability to work on own initiative.</li> <li>• Excellent time management and planning skills to deliver against agreed targets and objectives.</li> <li>• Ability to work effectively with different types of people.</li> <li>• Good organisation skills.</li> <li>• Good communication skills and ability to listen effectively.</li> <li>• Ability to work flexibly (i.e. outside of normal working hours on occasion)</li> </ul>		

#### COMPANY VALUES:

Liverpool Airport have 4 key company values and it is the responsibility of all colleagues to understand and adhere to these values, at all times:



– **Creativity** - We look for ways to succeed through creativity



– **One-Team** - We work together to achieve business success



– **Responsibility** - Customers, colleagues & safety are at the heart of all we do



– **Pride** - We go the extra mile and celebrate success