

Hotelplan UK is a well-established and profitable family of travel and tour operating businesses with a strong tradition of excellence, quality and service. Each of our companies is incredibly passionate about its holidays, and our staff both in the UK and overseas are focussed to ensuring that we meet, indeed exceed, the expectations of our customers.

Our vision is 'creating amazing holiday experiences to be proud of'.

**Your job will be: Property Support Executive**

**Your Manager will be: Chalets Manager**

**What you will be doing:**

*Property support*

- Assisting with the delivery of the pre-season management training course
- Collating timely and accurate submissions of start/end of season paperwork by resort teams
- Communicating with property owners
- Ensuring any changes to property information is updated on the relevant system
- Assisting resort teams with Health & Safety, Fire & Hygiene reporting
- Taking responsibility for the ordering of staff and guest linen for use throughout the season
- Monitoring the submission of linen order forms and liaising with contracted laundry suppliers
- Managing the EDF accounts for our managed properties including staff accommodation
- Assisting with the production and weekly distribution of property KPIs
- Assisting with inventories, purchase reviews and orders alongside the Warehouse Supervisor

*Transport support*

- Fulfilling an integral role within our weekend transport operation

*Office Management*

- Taking responsibility for the office post and distributing accordingly
- Scheduling all resort staff visits to the Warehouse and Head Office
- Ordering and full inventory of office stationary
- Coordinating the cleanliness of the office

There is potential for this role to be required to make resort visits to assess the delivery of our chalet product once resorts are operational.

**What type of person are we looking for:**

- Previous experience within the overseas hospitality industry
- Excellent organisational skills and attention to detail
- Confident use of written and spoken French language
- Competency across all IT platforms
- Full clean driving licence (essential)
- Enthusiastic, lively, sociable, friendly and a team player
- Flexible and adaptable approach to roles, responsibilities and working hours

**What's important to us: Our Company Values**

- Be Passionate in everything we do
- Work together as a united team
- Be innovative embracing and driving change
- Trusted, open and honest
- Stand out and be distinctive

*Your job description is written to describe the general content of expected duties of the role. It is not exclusive or exhaustive and you may be required to undertake other duties that are reasonable and relevant to the scope of the role as the business requires. We aim to review job descriptions regularly to ensure they are an accurate representation of your role. A job specific task list will be discussed with you at training/once in resort.*