Welcome to Distant Journeys, a fast-growing UK based company specialising in escorted group tours to Australia, New Zealand, South Africa, Kenya, India, Nepal & Bhutan, Japan, China, Borneo, Sri Lanka, Vietnam & Cambodia, Canada, Alaska, USA, Costa Rica and South America.

We are true escorted touring experts, and have won numerous awards at the British Travel Awards, most recently 'Best Small Holiday Company to Australasia', 'Best Small Holiday to Sub-Saharan Africa' and 'Best Small Escorted Tours Holiday Company'.

Our holidays offer unparalleled adventure and once in a lifetime travel experiences.

Our customers are at the heart of what we do, and this is reflected across our company – from our customer service awards to the passion of our teams on the ground in the destinations we operate in.

Due to unprecedented growth we are looking to expand our talented team.

Data & Inventory Executive

Department: Inventory & Data
Reporting to: Head of Inventory
Location: Ormskirk, Lancashire

Salary: 26k to 28k dependant on experience

Purpose of the Role

To ensure the accurate input, maintenance, and management of product data within the reservation system, supporting the smooth operation of tour availability, flight scheduling, and supplier coordination. This role plays a vital part in ensuring that our systems reflect real-time availability, pricing, and itinerary information—helping to deliver a seamless experience for both our internal teams and customers. The Tour Data & Inventory Coordinator acts as a key link between departments, suppliers, and system data, ensuring all product-related information is up to date, consistent, and reliable.

1. **Tour Data Entry and Maintenance**
   - Using **exceptional** attention to detail accurately input and update tour itineraries, costs, pricing, and extensions into the reservation system. Work with relevant departments to ensure new tours are loaded into the system and ready to book when new product is launched.
   - Ensure all product information is consistent, up-to-date, and aligned with brochures, websites, and suppliers.
   - Liaise with other departments to ensure they are aware of new tour launches, and any changes effectively communicated.
   - Ensure correct early booking offers are loaded into the system and updated when new offers become applicable.

2. **Inventory Management**
   - Monitor and manage tour availability across all destinations and departure dates. Highlight when tour dates are close to reaching capacity so new dates to release can be considered.
   - Coordinate with internal departments to adjust capacity based on demand, supplier input, or operational changes.

3. **Flight Loading and Management**

   - Load and maintain flight schedules, allocations, and costs within the system.

   - Ensure correct routing information is applied to avoid booking errors.

   - Liaise with the aviation team regularly to check for updates, flight and routing changes and ensure these are updated in the system.

4. **Availability Checks and Reporting**

   - Perform regular stock checks with suppliers, including accommodation and flights.

   - Assist with creating reports for Management highlighting stock level constraints.

   - Flag and resolve discrepancies in availability, pricing, or allocations promptly.

5. **System Accuracy and Quality Control**

   - Conduct routine checks for system accuracy and correct any inconsistencies or data errors. Swiftly respond to any errors raised by the reservations team.

   - Work closely with the product and operations teams to ensure seamless delivery of information across platforms and ensure that any changes are updated in the system and communicated to relevant teams.

6. **Supplier Liaison**

   - Liaise external suppliers to ensure that the system is correctly working and information coming to the system from other programs is correctly flowing. Highlight any data not flowing correctly to the relevant team or supplier to ensure any errors are fixed in a timely manner.

7. **Support to Reservations and Sales Teams**

   - Provide up-to-date availability and product information to assist the reservations and sales teams.

   - Respond promptly to internal queries related to product data, availability, or flight details.

Skills & Experience Required

- Experience in a data, inventory, or operations role within the travel or hospitality industry (preferred).

- High level of accuracy and attention to detail in data entry and quality control.

- Proficiency in using reservation systems and Excel; experience with travel industry software is an advantage.

- Strong organisational and time management skills.

- Ability to interpret and work with flight schedules, fare rules, and class codes.

- Comfortable liaising with suppliers and internal teams to resolve issues and coordinate updates.

Personal Attributes

- Methodical and detail-oriented, with a strong sense of responsibility for data accuracy.

- Proactive and resourceful in problem-solving and issue resolution.

- Strong communicator, both written and verbal, with the ability to explain complex data clearly.

- Team player with a collaborative mindset and willingness to support across departments.

- Adaptable and able to thrive in a fast-paced, changeable environment.