

## Data Manager - Tourism

### About ASSIST34 – we believe in people

We are a professional tourism services company with decades of senior-level experience from the travel industry. Assist34 is a company formed to support multi-national tourism companies worldwide to grow in a highly competitive global travel market. Our job is to ensure that our clients; tourism companies have the best back and mid-office services secured with a highly cost-efficient and qualitative setup combined with specialised management advisory services.

We have built the organisation with a human-centric approach where we constantly develop our skillsets to stay ahead of the industry and lead development. Our role is to enable our clients to focus on their core business, whether managing hotels, running a multi-destination management company or a full-service tour operator.

### **Assist34 services are focused on four main pillars.**

- Service Center Tourism
  - o Multi-Lingual service center
  - o Operations Services
  - o Flights Service
  - o Customer Services
- Product services
  - o Data Analysis and verification
  - o Data Loading
- Digital Commercialisation
  - o Ecommerce management
  - o Revenue and yield management
  - o Website production and management
  - o Social media management
- Management consultancy
  - o Financial strategies and controlling
  - o Business plan consultancy
  - o Management information systems (MIS)
  - o Board and management advisory

## About the job – make the difference

Work with us in our centrally located Istanbul offices to serve our multi-national clients in their digital commercialisation. This position is designated to support the clients of A34 to ensure their systems are up to date with the latest accurate data. The role is to analyse, refine and upload/enter data into touristic systems to make it bookable. You will work closely with our solution provider [PMA Partner](#), and our clients across the world with a very strong focus on data accuracy and speed.

## Key Responsibilities

- Enter bookable data and non-bookable data in touristic core systems
- Maintain and update daily commercial contracts in the systems (entering Special offers, campaigns, Stop Sales etc.)
- Perform verification of data by comparing it to source documents
- Review and update existing data

## Requirements

- Good knowledge of touristic commercial contracts
- Reliable way of working with focus on details
- Analytical skills
- Experience with Microsoft products, especially excel, outlook and Word
- Good command of English both oral and written and customer service skills
- Outstanding administration and organizational skills
- Transparent and motivating character
- Customer-oriented and confident appearance as well as very good communication skills
- Ability to work in a team, consulting and social skills, flexibility, initiative and assertiveness

## About our offer – why joining us

- Fair and competitive remuneration for your contribution on transforming the tourism industry
- Working in a global tourism-tech start-up with young and passionate colleagues
- We are looking for intercultural cooperation and offer the opportunity to work on international projects
- Flat company structure with the ability to take quick decisions and the possibility to be part of the companies' success
- Modern and comfortable office space in the centre of Istanbul

Apply now and fasten your seatbelt! We are looking forward to hearing from you.

**joinus@assist34.com** and send your application today!