

Director of tourism Production | Directeur de Production

Delivery and production

Design the action plan for a tourism product development project

Produce a programme of tourist activities in line with the specific requirements of a particular target group

Organize events, negotiate prices and reserve venues, accommodation, etc.

Communication

Communicate via all information channels [including Internet, digital, etc].

Quality, safety environment

Integrate sustainability and CSR issues into the ways in which projects and work sites are conducted

Lead and/or participate in working parties dealing with procedures related to quality assurance, CSR [diversity, disability, etc] and environmental management

Approve and check the key stages in the process of a mission, a study or a product, possibly within the context of a quality assurance system

Obtain or manage a quality label or standard

Research studies and planning

Draw up invitations for tenders or design tender applications

Prepare technical dossiers and analyze service-provider responses

Define the arrangements for the contractualization, implementation and completion of tourism projects

Schedule/plan the different stages for the implementation of tourism projects

Day-to-day management and administration of the business

Carry out the management tasks, the budgetary planning and administration procedures for the organization

Monitor logistics services and incoming supplies of stocks

Negotiate contracts with service-providers and suppliers

Key skills

- Highly customer-focused attitude
- Proficient in the use of information and communication technologies
- Aware of the challenges of sustainability
- Able to speak, read and write one or more languages other their native language
- Knowledgeable about issues related to tourism and general culture