**Nueva Vista LLC – Destination Management Company**

**TITLE:**  Product and Tours Manager (Francophone countries)

**OPEN TO/ ELIGIBILITY CRITERIA:**  All eligible candidates.

**INTENDED AUDIENCE:**  French speakers, Tourism Industry, Marketing.

**START DATE/ TIME:**  ASAP

**DURATION:**  Long-term, with 1 month of probation period.

**LOCATION:**  Yerevan, Armenia with non-frequent travel within Armenia and abroad

**JOB DESCRIPTION:**  Nueva Vista DMC is seeking a Product and Tours Manager who, under the direct supervision of the company’s director, supports in promotion of the company’s tour products in Francophone countries and is responsible for implementation of the tour packages and operating French speaking groups within Armenia/region.

**JOB RESPONSIBILITIES:**  
- Prepare and conduct market studies and analysis in the target countries aiming at enlarging the partnerships and possible sales markets, as well as promoting and increasing sales of the tour products and packages;  
- Ensure that effective and efficient communication including on daily basis is established and/ or maintained with the new and existing partners in the target countries;  
- Support in designing new and editing already existing tour packages and products;  
- Present the tour products and packages to partners clearly communicating and underlining all particularities and details included in the products/ packages and using enhanced and up-to-date communication and presentation tools;  
- Support and if necessary prepare all the required documentation and manage the documentation flow in relation to preparation and implementation of tour programmes including but not limited to agreements with partners, invoices for delivery of services, acceptance and due diligence of invoices received from the in-country service providers, etc.;   
- Conduct daily management and oversight of implementation of tour programmes including hotel reservations, catering orders, transport, logistical matters, guides, etc.;  
- Ensure a proper oversight and supervision over quality of implemented services and their continues improvements and increase of competitiveness of tour products and services;   
- Report the company's Director on sales, implementation and completion of each tour programme and service;  
- Prepare surveys and studies on customers' opinions on provided tourist and travel services and suggest actions targeted to improving quality and efficiency of services and increase the competitiveness of the company and its services and products.

**REQUIRED QUALIFICATIONS:**  
- Excellent knowledge of French and Armenian languages; good knowledge of English language; working knowledge of Russian language is desirable;  
- University degree in Humanitarian Sciences, Tourism, Economics, Business Management and Marketing, or related disciplines;  
- Training in marketing or business management is desirable and is considered an asset;  
- Job experience in incoming tourism is considered an asset;

* Skills and capabilities in working with strict deadlines and in dynamic environments

**REMUNERATION/ SALARY:**  Competitive

**APPLICATION PROCEDURES:**  Interested candidates are asked to send their CVs to: [anna@nuevavista.am](mailto:anna@nuevavista.am) with the subject: "Product and Tours Manager – Francophone countries".   
Please clearly mention in your application letter that you learned of this job opportunity through Career Center and mention the URL of its website - [www.careercenter.am](http://www.careercenter.am/), Thanks.

**OPENING DATE:**  03 August 2021

**APPLICATION DEADLINE:**  31 August 2021

**ABOUT COMPANY:**  Nueva Vista LLC is one of the leading incoming tour operators and destination management companies in Armenia. Company's primary focus is to produce and execute high quality in-bound tours.