

Transport Executive

About The Role

Title: Transport Executive

Reporting to: Transport Purchasing Manager

Location: Office based in either Blackpool, Lancashire. Cheam, Surrey or Kelvedon, Essex.

Are you ready to embark on a rewarding journey with Next Generation Travel Group? We're not just another company; we're the driving force behind the UK's most exciting educational travel brands. If you're someone who thrives in a collaborative and supportive environment, then you're exactly who we're looking for.

As our Transport Executive your focus will be supporting our Study & Sport Experiences brand in delivering exceptional customer experiences by coordinating travel arrangements for group tours. You will work closely with internal teams and external suppliers to ensure seamless travel bookings, including air, coach, and rail. Your role will require you to embody our service ethic and uphold our values in every interaction.

What you can expect in return

- Monday to Friday, 35 hours per week, with options to work 08:00 – 16:00, 08:30 – 16:30, 09:00 – 17:00 (flexible working hour requests can also be considered around term time).
- Annual salary reviews linked to performance.
- Reward and recognition programme.
- Pension scheme after a qualifying period (we'll contribute 3%).
- Access to company funded Health and Mental Wellbeing resources.
- 25 days annual leave plus bank holidays, rising by 1 day for every 5 years of service up to a maximum of 30 days.
- Up to 10 days un-paid annual leave can be requested once probationary period has been passed (subject to approval and departmental needs).
- Training, development, and progression opportunities.
- Team events.
- Onsite car park and close to public transport.
- A people focused, customer centric environment with an amazing support network. We have built an exciting, energetic, and innovative culture by working together.





What will your role look like

- Create exceptional experiences by coordinating travel logistics for group tours, ensuring every journey is smooth and stress-free.
- Collaborate with internal teams and external suppliers to book air, coach, and rail travel.
- Provide competitive transport quotes for group tours, ensuring value for both the company and the customer.
- Secure and confirm bookings, making sure all transport arrangements are handled efficiently.
- Manage deadlines and booking processes, ensuring all requirements are met on time.
- Ensure accuracy by meticulously handling booking details and transport options.
- Build strong supplier relationships to guarantee the best service and availability for group tours.
- Be the face of NGT, upholding our values and service ethic in every interaction.

Are you the right person?

- Committed to delivering exceptional customer service that exceeds expectations.
- Can solve problems under pressure and thrive in a deadline-driven environment.
- Capability to work just as well on your own as you do collaborating within a team.
- Strong analytical skills and enjoy tackling challenges head-on.
- IT savvy, with experience using Microsoft products.
- Highly organised, with excellent time management and the ability to prioritise effectively
- Excellent verbal and written communication skills with accurate English.
- Ability to communicate clearly and confidently, with strong written and verbal English skills
- Adaptable, eager to learn, and open to new processes and ideas

Useful Skills

- Advanced IT knowledge.
- Familiarity with the School Travel Market.
- Knowledge of French, German, or another foreign language.
- A driving license.
- Knowledge of travel destinations, especially Europe and the USA.

If you're ready to take on a role where your ideas are valued, your efforts recognised, and your potential unleashed, then we want to hear from you. Join us in shaping the future of educational travel and be part of something extraordinary. Apply now and let's embark on this journey together!