

**Job Description - Yellow Zebra Safaris****Job Title:** Product & Systems Analyst**Reporting to:** Product & Systems Executive & Product Manager**Working hours:** Mon – Thurs 09:00 – 17:30, Fri 09:00 – 17:00**Salary:** £21–25k (depending on experience) plus bonus based on company turnover**Location:** Kingston upon Thames**Start date:** ASAP**About Yellow Zebra:**

Founded in 2012, Yellow Zebra is the UK's fastest-growing safari company specialising in creating bespoke adventures to Africa. Our sales consultants are well travelled and welcoming, and all have run camps, been expert guides, or were born and raised in Africa. The rest of the team are equally keen on travel, always on the lookout for new ways to share their passion with the rest of the world. Currently we have 39 members of staff. We offer a great working environment in an open-plan office, with music played, staff parties, and bi-monthly social events.

**About the position:**

The role comprises assisting our Product & Systems Executive in loading and implementing our new tour operating system into Yellow Zebra's day-to-day practices. This is a well-known travel industry system, so by all means contact us to ask for the details of the specific system we use. You will report to the Product & Systems Executive (Adèle) and the Africa Product Manager (Kirsten) in supporting and assisting with the day-to-day running of the system. This will involve product loading and maintenance, responding to queries from our Sales and Operations departments, and guiding the entire team to use the system correctly.

As you gain in confidence and experience, we would also hope for you to become a driver in making optimum use of the system, working to evolve it to best suit our needs. We expect the systems role to be your primary focus. However, during periods requiring less maintenance of the system, we would like you to assist with ad hoc projects. For example, this might mean assisting the Sales Support team, who manage our enquiries, or assisting Operations with documentation and systems development.

The Systems Department plays a vital part in the administration and smooth running of the business. Currently our system is key to the efficiency of both Sales and Operations, and soon it will be equally important for Accounts. So we are looking for a highly organised and self-motivated individual, who has strong attention to detail, excellent communication skills, and the ability to multi-task. In return, we offer a competitive salary and a friendly and supportive working environment.