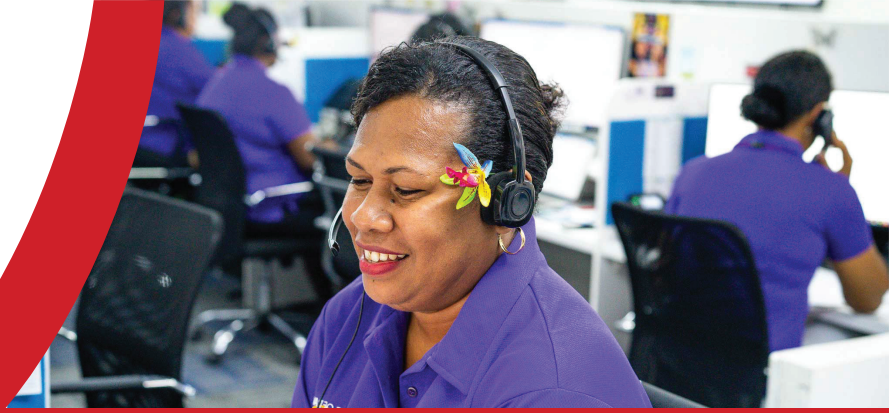


WE ARE HIRING



DATABASE CONSULTANT

JOIN US ON OUR JOURNEY AS WE WORK TOWARDS FULFILING OUR VISION: TO BE FIJI'S BEST OUTSOURCING COMPANY

Established as a beacon of excellence, Rosie Outsourcing brings together the best talent in the industry to provide our international clients with exceptional service. Renowned as a trusted and professional outsourcing partner in Fiji, we are inviting individuals to join our dynamic team.

Our client is the largest privately owned travel company in New Zealand, offering a diverse range of travel services, including airfares, cruises, accommodation and tours across a wide range of destinations.

We are looking for a dynamic, a Database Consultant to join our team here in our Nadi office.

The ideal candidate will bring previous travel industry experience and a strong understanding of hotel contracts, rates, allotments, and travel products. You will be responsible for interpreting supplier contracts, extracting key information, and accurately maintaining product data within our database systems.

Purpose

To ensure that the Product Databases are updated in an accurate & timely manner.

Objectives

- Accurate & efficient loading of product supplier information and rates within set criteria and timeframe.
- Presentation of accurate, timely product reports as requested.
- Understanding of and competence with all systems and how they are used in all customer/client interfaces.
- Communicating with Product & Wholesale Teams regarding any matter in a clear, precise & pleasant manner.
- To take personal responsibility for maximising quality of output & look for and implement continuous improvements to the way data is displayed in all customer/client interfaces.
- To operate as a supportive, cooperative, and effective member of both the database and greater Product teams.

Key Tasks

Systems and Processes:

- Ensure that all work is completed using the current policies and procedures.
- Support and contribute to all system & process enhancements and any development.

Business Interactions:

- To ensure all product is loaded accurately & that any atypical product is thoroughly tested in all interfaces.
- To ensure any urgent updates & one-off suppliers are loaded within same day received.
- To ensure all general specials & updates are loaded within 48 hours of receipt.
- To load all yearly contracts in set priority order.

- To ensure all existing data is regularly maintained including removal of expired product/ specials.
- To ensure all reporting is provided accurately within set timeframes.
- To ensure that allotments are loaded & maintained in a timely & accurate manner.
- To ensure all correspondence/contracts are filed accurately daily.
- To ensure any software failures or potential enhancements are reported to Database Team Leader immediately.
- To build strong, professional relationships with all Product & Wholesale team members.

Knowledge:

- To look for any opportunity to increase Knowledge in the following areas:
- Destination
- Product loading
- System/software knowledge
- To remain proactive in the Self Development Planning and Coaching process.

Other:

- To share knowledge with and provide support to all team members.
- To attend any company functions as required

Expected Results

- That our client's and their products are the wholesaler of choice for all outlets.
- That customer satisfaction and perception of client Product is maximised and maintained at the highest possible standard.
- That exceptional standards of service are consistently achieved
- That all communications are of the highest standard
- That database administrator will make every endeavour to attend work functions understanding that this may involve some personal time

Key Attributes

- Team player, independent thinker, open minded & flexible.
- Highly developed organisational and time management skills.
- Ability to work professionally, accurately, and efficiently under pressure.
- Ability to always remain professional when dealing with difficult situations.
- Passionate about the customer.
- Strong attention to detail.
- Ability to prioritise and manage a varied and substantial workload.
- A good understanding of the workings of the travel industry & technology.
- Strong oral and written communication skills.
- A roll your sleeves up, can-do attitude.

What We Offer

- An attractive salary will be awarded commensurate with skills and experience.
- Opportunities for career progression and learning.
- Medical Care Insurance.
- Health and Wellness Benefit.

If you are the right person for this role, we would like to hear from you. Please apply today with an updated CV and cover letter stating how your experience and skills match the requirements for this role.

Applications can be emailed to recruitment@rosieoutsourcing.com

Applications Close Saturday, 27 June 2026

