Position Description Mapping Executive

Job Tile:	Mapping Executive
Reporting to:	Head of Mapping
Department:	Contract Support
Location (primary):	Romania (TGM) & Palma

Job Purpose

- To resolve Mapping Dept. related issues in a prompt and efficient manner as directed by the Head of Mapping, and in accordance with requests received both internally and externally via email inbox.
- To map any new hotels coming from third party suppliers on Sun Hotels, WebBeds and DOTW platforms as instructed by the manager in a timely manner.

Key Responsibilities

- Deal with Data Imports on DOTW and SH.

- Handle the Mapping inbox by rotation

- Maintain Robiquity's Action Centre clear by mapping the room types and hotels sent to the tool.

- Map new hotels on Sun Hotels and DOTW platforms as instructed by the manager.

- Conduct mapping reviews for DOTW and Sun Hotels clients.

- Request & update mapping files from suppliers on monthly basis.

- Perform post import checking of auto-mapping functionality.

- Adding new geography levels as requested, and mapping supplier destinations.

- Seeking duplicates in DOTW, Sun Hotels and WebBeds platforms.

- Other duties/adhoc request related to mapping as required.

- Resolving TTI/GATA issues and Product Code Errors (PCEs).

- Geo-tree maintenance on DOTW, Sun Hotels and WebBeds.

- Mapping on other clients' systems as required.

Key Measures

- Keep on top of Data Imports on DOTW (import within 48hrs since received)

- Up to date mapping for any new hotels on SH and DOTW platforms as instructed by the manager according to priorities set by Mapping Manager. Measurements: mapping at least **200 new properties/day/pers**. (if no other tasks are done that day)

- Up to date Action centre on Robiquity mapping tool.

- Deal with any new emails in the mapping inbox within 24hrs (if there are no other dependencies)

- Maintain and improve the quality and integrity of general system performances related to content and mapping.

- Maintain and improve the quality and integrity of XML clients mapping through mapping reviews conducted and accurately communicate to the responsible Account Manager.

- Assist in reducing losses coming from code errors.

- Continuous checking and correction of the duplicates existing on SH and DOTW platforms.

- Maintain good relationships with all internal departments and external suppliers and ensure that their Mapping requirements are dealt with in a friendly and efficient manner. Measured by feedback received.

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	• Good verbal skills and excellent written skills in English. • Intermediate Excel skills. • Analytical and creative problem-solving skills.
Experience, Skills and Behavioural Requirements	• Can work under pressure and to tight timescales. • Computer literate. • Knowledge of Microsoft office products. • Attention to detail. • Highly organized.

Desirable	
Qualifications & Knowledge	• Knowledge of company systems or the travel industry.
Experience, Skills and Behavioural Requirements	• Ability to work as part of a team as well as independently. • Ability to build effective working relationships with internal departments. • Strong team player, positive, driven, flexible and adaptable.

WebBeds

About WebBeds.

Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

Our clients – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

Our supplier partners – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailormade travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at www.webbeds.com

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