WebBeds

Position Description. Contracts Executive

Job Tile:	Contracts Executive
Reporting to:	Contracts Manager
Department:	Sourcing
Location (primary):	Thailand (Bangkok)
Name of hiring manager:	

Job Purpose.

We are looking for the right candidate to join us fast growing and dynamic family in Thailand. The candidate will be working in Thailand and will gain experience of transformed travel technology and the exposure of working closely with the APAC Leadership team as well as our offices in the APAC region.

Key Responsibilities.

- Negotiate new contracts and contract renewals for the 3rd tier territories and ensure to have the greatest availabilities with the shortest release period.
- Manage supplier accounts, by negotiating the best rates and allotments, and through strong negotiation of preferred agreements. You will also support supplier with any issues related to payment, rates, etc.
- Run allotment utilization reports, monitor current availability and adjust the allotment, as required.
- Convert 3rd parties into direct business, to gain more market share on the specific territories.
- Introduce WebBeds Group to new suppliers.
- Promote the use of WebBeds extranet system amongst suppliers, to encourage them to update directly any changes.
- Ensure Direct Connect rates are open and updated year-round.
- Support the sales team for any request related to special rates, FAM trip, or other reasonable request, for the smooth operation of the business overall.
- Supervise the loading process of the negotiated conditions with the hotels.
- Support the Operations team for any overbookings, booking related issues or other queries.
- Support the projects assigned by market/region/company with diversified commercial mentality.

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	• Bachelor's degree in any field of studies. Preference will be given for studies in the fields of Business Administration or Hospitality and tourism. • Candidate must be independent and mature and have a positive working attitude with a strong sense of responsibility.

Desirable	
Experience, Skills and Behavioural Requirements	• 1-2 years of experience in a similar position will be required. • Candidate must have an aggressive go-getting attitude and have a passion for securing the best deal with suppliers. • The candidate should have a sunny personality and enjoy working with people. The candidate needs to enjoy interaction with our suppliers as well as be able to network within the organisation to leverage on our global network to strengthen our market proposition in Thailand. • Must also possess an analytical mindset and the ability to review supplier performance to optimises performance. • Good written and spoken English and presentation skills

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

WebBeds is a division of Webjet Limited (ASX: WEB).