



## Product & Contracting Coordinator - Japan

### Job Information

**Hiring Company**

DISCOVA

**Job ID**

1500669

**Division**

Peopleworks

**Industry**

Tourism

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

December 25th, 2024 09:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Job title:** Product & Contracting Coordinator - Japan

**About the Opportunity**

The role of the Product and Contracting Co-Ordinator is to support the Product and Contracting teams with administrative work in managing product database and portfolios in Discova systems, designing unique experiences for our clients' travellers, and providing accurate, competitive product costings and tariff.

**Responsibilities;**

- Assist with product audits in the system, securing content, descriptions, images to support the display and sale of products through all channels.
  - Support to update & maintain Regional Product Masterfiles & Discova Product Library.
  - Support Product Design with product research & supplier sourcing in the process of new product development.
  - Support with Product benchmarking and connectivity to different distribution channels.
  - Coordinate TP product and rate updates with content team in the system with focus on speed to market.
  - Support to audit & ensure product service lines in the system are consistent with actual product service inclusions.
  - Assist Product Design in tariff generation & consolidation upon Agent tenders or re-pricing.
  - Support with collecting rates/deals from Contracting team to work on package and costing creation.
  - Coordinate with Commercial team to review product performance and yield upon Leader guidance.
- 

**Required Skills**

- A Bachelor Degree or 1+ years experience in Travel or Contracting in Japan.
  - Good command of both written and spoken English.
  - N1 Japanese language skills or mother tongue is essential
  - Legally allowed to work and stay in Japan
- 

**Company Description**