



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

November 20th, 2024 03:00

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.
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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
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Company Description