



Contracting Executive

Job Information

Hiring Company

DISCOVA

Job ID

1500670

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: Contracting Executive

About the Opportunity

Discova is looking for a superstar to join our team in Tokyo, Japan. If you love negotiations, want to expand your commercial acumen, liaise and build strong supplier relationship and have a great eye for details, this may be the next step in your career!

The role of the Contracting Executive is to support the Contracting Manager in the delivery of the contracting strategy with a key focus on strengthening commercial acumen, travel procurement and negotiation experience, building supplier relationships and becoming an expert on the products in the portfolio. The Contracting Executive works closely with internal teams to support the display, promotion and sale of product.

Responsibilities;

- Liaise and maintain contact with suppliers to ensure rates are updated in a timely manner
 - Ensure Health and Safety supplier audits are completed and filed
 - Benchmark incoming contracts and promotions for competitiveness with aim to maximize margin
 - Solve and identify rates and availability issues
 - Manage supplier email distribution and track responses to surveys, solicitations and requests for information
 - Develop and maintain healthy supplier relationships
 - Work with global counterparts to identify and document global standards and SOPs for contracting team.
 - Manage supplier connectivity and distribution opportunities in conjunction with the connectivity team.
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Required Skills

- You just have at least 1 year experience in travel industry contracting
 - Advanced and fluent japanese language (written and spoken) is essential
 - Business proficiency in english is essential
 - Be legally allowed to stay and work in Japan
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Company Description