



## Product & Contracting Coordinator - Japan

### 募集職種

### 採用企業名

DISCOVA

### 求人ID

1500669

### 部署名

Peopleworks

### 業種

旅行・観光

### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

### 外国人の割合

外国人 半数

### 雇用形態

正社員

### 勤務地

東京都 23区

### 給与

経験考慮の上、応相談

### 更新日

2024年12月25日 09:00

## 応募必要条件

### 職務経験

1年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

### 最終学歴

大学卒：学士号

### 現在のビザ

日本での就労許可が必要です

## 募集要項

**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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## スキル・資格

- 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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## 会社説明