**CareerCross** by JAC Recruitment



## Travel Procurement Executive

### 募集職種

**採用企業名**
DISCOVA

**求人ID**
1500670

**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**
400万円 ~ 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:** 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
・ Manager 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.

## スキル・資格

- 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

## 会社説明