

Position Description

Job Title:	Business Support Executive
Reporting to:	Senior Business Support Executive / Director of Contracting & Operations
Department:	DMC
Location (primary):	Cluj Napoca

Job Purpose

- Data Entry for Groups Department

Key Responsibilities

Database

- Introduce new clients and suppliers into the system
- Create new service options
- Ensure contracted rates are maintained accurately
- Update service descriptions
- Carry out ongoing housekeeping tasks on the Database and Creditors module in Tourplan

Rate Maintenance

- Use Rate Maintenance module to bulk update service options

Allocations

- Update Allocations module

System

- Offer system related support to all users within Groups Department

Required Experience and Knowledge.

Essential

Qualifications & Knowledge

- Analytical, technically competent, able to communicate with users across the Groups network
- Highly accurate with an excellent attention to detail
- Ability to make decisions and to work on own initiative through self-motivation
- Excellent organisational skills
- Ability to prioritise workload and work to deadlines
- Ability to solve complex problems
- Well-developed written and verbal communication skills
- Good spoken/written English.

About WebBeds.

Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

Our clients – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

Our supplier partners – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at www.webbeds.com

WebBeds is a division of Webjet Limited (ASX: WEB).