

Position Description

Job Title:	Contracts Manager Northeast USA
Reporting to:	Regional Director East Coast and Canada
Department:	Contracting
Location (primary):	Home Based

Job Purpose

The role of the Contracts Manager is to achieve **KPI targets set** by the company for regions allocated. To achieve the target number and mix of hotels, with the correct prices and availability, as defined by the Director of Purchasing. You will be responsible for contracting **Northeast USA (focus city: Chicago)**, so experience working in this region is essential.

Key Responsibilities.

- **Key responsibility:** Provide contracts and marketing services by sourcing new providers for The Company to work with and account managing existing providers of The Company
- **Key responsibility:** Generate revenue by achieving contracting targets and exploring new business opportunities in accordance with guidelines, standards, and strategies of the company in the assigned area
- **Key responsibility:** Work closely with the Regional Director, Contracting to ensure that revenue from the designated territory meets or exceeds the planned budget
- **Key responsibility:** Propose & implement contracting strategy within the territory in conjunction with management & in line with overall company goals
- **Key responsibility:** Generate business from direct contracts
- **Key responsibility:** Conclusion of new hotel contracts in the Area and ensuring that existing and new contracts targets are met and maintains/grows production
- **Key responsibility:** Perform frequent contracting trips to all areas within the territory and resolve all contracting-related issues (including sales, pricing, operations, IT and credit control), internally with other departments (customer service, reservations, the financial department...), and externally with suppliers.
- **Key responsibility:** Analyse market trends and identify new streams of business for revenue generation
- **Key responsibility:** Representing territory at internal meetings and company at trade shows as required
- **Key responsibility:** Extended business travel as required.
- **Key responsibility:** Reporting to senior management as required.

- **Key responsibility:** Introduction to the company's computer system of the contracts signed and the control and verification of these as correct in the database.
- **Key responsibility:** Help facilitate contracts with suppliers.
- **Key responsibility:** Communicate both internally and externally in a professional manner in keeping with corporate guidelines

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	<ul style="list-style-type: none"> • Strong negotiation skills, pro-active, dynamic, passionate, and a team player. • Solid experience in negotiating agreements and closing terms and conditions with suppliers. • Able to develop and maintain strong and trusting relationships with hoteliers. • Stakeholder management skills • Contracting experience with the tourism industry; established relationships in the specific market.
Experience, Skills, and Behavioural Requirements	<ul style="list-style-type: none"> • Highly accurate with excellent attention to detail. • Strong Commercial awareness • Excellent interpersonal skills and strong cultural versatility and empathy. • Well-developed verbal, and written communication and presentation skills. • Able to work well under pressure and meet strict deadlines. • A solid working knowledge of Microsoft Word, Excel and Outlook.

Desirable	
Qualifications & Knowledge	<ul style="list-style-type: none"> • Business Strategy • Previous experience of CRM Tools • Language: English and French (ideally)
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"> • Problem Solving • Creativity • Possess high level of time management

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

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