

Position Description. **Contracts Manager Malaysia**

Job Title:	Contracts Manager Malaysia
Reporting to:	Country Manager
Department:	Sourcing
Location (primary):	Malaysia (Kuala Lumpur)
Name of hiring manager:	Celes Yap

Job Purpose.

We are looking for the right candidate to join us fast growing and dynamic family in Malaysia. The candidate will be working in Malaysia and will gain experience of transformed travel technology and the exposure of working closely with the APAC Leadership team as well as our offices in the APAC region.

Key Responsibilities.

- Identify, qualify, secure and build hotel partnership to expand our portfolio & market presence.
- Execute strategies and promotional activities with partners to secure competitive price with strong availability to grow WebBeds' productivity.
- Effectively manage any existing supplier accounts by ensuring contracts are renewed in time and prioritize direct business to gain better market share.
- Negotiate & optimize with potential partners to secure the best price conditions & availability.
- Train partners to use WebBeds extranet system.
- Support and work closely with any internal stakeholders to ensure smooth operation processes.
- Support internal sales team for any request related to special rates, FAM trip, or other commercial request that bring potential growth to the business overall.
- Support any projects assigned by market/region/company with diversified commercial mentality.

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	<ul style="list-style-type: none"> • Bachelor's degree in any field of studies. Preference will be given for studies in the fields of Business Administration or Hospitality and tourism. • Candidate must be independent and mature and have a positive working attitude with a strong sense of responsibility.
Desirable	
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"> • 1-2 years of experience in a similar position will be required. • Candidate must have an aggressive go-getting attitude and have a passion for securing the best deal with suppliers. • The candidate should have a sunny personality and enjoy working with people. The candidate needs to enjoy interaction with our suppliers as well as be able to network within the organisation to leverage on our global network to strengthen our market proposition in Thailand. • Must also possess an analytical mindset and the ability to review supplier performance to optimises performance. • Good written and spoken English and presentation skills

About WebBeds.

Launched in 2013, WebBeds is a global marketplace for the travel trade, providing powerful distribution solutions that make selling and buying travel products easier. It sources accommodation and destination services from travel suppliers, aggregates and merchandises that content in the WebBeds platform, then distributes it to its global network of travel trade buyers, who sell to the travelling public.

Hotels and other suppliers - global and regional hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more - can sell their products to a global network of online and offline travel buyers through robust solutions that provide greater inventory control to simplify distribution, and leverage WebBeds enhanced analytics to inform inventory optimisation choices – saving costs and increasing revenue.

Travel buyers - online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more - can integrate the hundreds of thousands of hotels and ground services in the WebBeds marketplace through simple and seamless API connectivity, or they can search, shop and book online through one of WebBeds trade only booking sites.

WebBeds operates globally through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,500 travel professionals working in 120 cities across 50 countries worldwide. WebBeds also operates specialist brands JacTravel DMC and UHI. 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. UHI 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 travel brand of Webjet Limited (ASX: WEB).