

Position Description. **Senior Contracts Manager**

Job Title:	Senior Contracts Manager
Reporting to:	General Manager
Department:	Hotel
Location (primary):	Bali / Jakarta
Name of hiring manager:	Andreas Sulaeman

Job Purpose.

We are looking for the right candidate to join us fast growing and dynamic family in Indonesia. The candidate will be mostly working in Bali and occasionally to Jakarta 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.

A key member of the WebBeds team, building and harnessing our critical supplier relationships with our Hoteliers. As our Senior Contracts Manager you will have responsibility to manage a team, acquire and renew contracts with hotels offering great availability and price to distribute via our technology platform to 10,000's travel agents across local Indonesia and international travellers. Manage the hotel's contract performance through working closely with the Sales and Operations teams.

Key Responsibilities.

- Build and protect successful, respectful and solid relationships with our hotel suppliers.
- Manage a team of 5 Contracting Manager
- Negotiate new contracts and contract renewals for the assigned territories and ensure to have the greatest availabilities with the shortest release period.
- Manage the supplier account by ensuring to get the best rate and allotments and negotiating preferred agreements as well as support supplier with any issues related to payment, rates, etc.
- Set team targets and suppliers based on accounts management.
- Run allotment utilisation reports, monitor current availability and adjust the allotment as required.
- Convert 3rd parties into direct business to gain more market on the specific territories.
- Introduce WebBeds to new suppliers.
- Promote the use of WebBeds extranet system among suppliers to encourage them to update directly any changes.
- Ensure Direct Connectivity rates are open and updated year-round.
- Build market intelligence from Sales feedback and 3rd parties system to take action on market demands.

- Run reports from 3rd parties and dynamic system data to assess hotels status and action as required.
- Monitor type of bookings and cancellations on a regular basis to identify data trends to help the hotel optimise its performance with WebBeds.
- Support the Sales team for any request related to special rates, group trips, or special requests.
- Liaise with the Data Entry team for any queries related to contracts or system issues.
- Support the Operations team for any overbooking, for booking related issues or other queries.
- Build relationship with suppliers by attending to some travel markets and conferences; to get a better knowledge of their products and the market needs.
- Analyse market data, recommend and implement action plan to increase market shares in identified territories.
- Fully autonomous on established territory and work closely with the Regional Manager on new business development opportunities.
- Build, motivate and manage the contracting team, and ensure team members actively contribute to the Indonesian market's success

Key Measures.

- Team Leaderships
- Negotiation skills
- Customer focus
- Problem anticipation & solving
- Interpersonal skills
- Communication skills
- Planning and organizing
- Teamwork
- Analytical skills
- Influence skills
- Results driven
- Autonomy
- Strategic thinking

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	<ul style="list-style-type: none">• Desirable Tourism / Hotel Management degree.• Preferred market knowledge
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none">• 10+ years experience in the travel or hospitality industry• Min 5 years experience with contracts negotiation• Desirable understanding of Yield / Revenue theories and techniques• 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 Indonesia.• Must also possess a strong 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 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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