

Ho Chi Minh City Office

57-59 Street 7 - Plot A - An Phu ward, Thu Duc city –Ho Chi

Minh City

Tel: (84-8) 6281 0222

Website: www.phoenixvoyages.com

**JOB DESCRIPTION**

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|-------------------|--|---------------------------|------------------|
| Job title | Contracting Executive | Employment status | Full time |
| Department | Contracting and Reservation Department | Job Location | HCMC Head Office |
| Report to | Head of Contracting | Direct report from | N/A |

Position purpose & scope of role

To contact/communicate with hotels/ suppliers in our designated destinations (Vietnam, Laos, Cambodia, Thailand, South Korea, Singapore...)

Building relationships with key hotels and suppliers to maximize results and benefits.

Key performance indicators

- Keep an accurate record of special offers and distribute them accordingly.
- Manage allotment, free sell, stop sell & cut-off date announcements.
- Monitor contracts/rates expiration and report to the Management where appropriate.
- Provide support to all units in the company for products related queries.
- Offer MICE/Group assistance as requested by Head of Contracting.
- Any other task/s requested by Head of Contracting.

Qualification and experience

- Graduate in Tourism, Hospitality, Economics or Business preferred
- Preferable Junior Staffs specializing in Administrative/Operation/Sales/Contracting or equivalent
- Fresh graduates with relevant part-time working experience are also welcomed
- Excellent in English communications, both in speaking and writing (editing skills).
- Working knowledge in Microsoft office (Word, Excel)

Skill requirements and attributes

- Strong analytical and planning skills.
- Eyes for details, accuracy and creative thinker.
- Excellent organizational and time management skills.
- Good communication skills.
- Must have the ability to establish and maintain effective working relationship with others.
- Long term position.

What we offer

- Fast-paced professional office environment.
- Competitive salary package.
- Annual leave and holidays as per labor law.
- Premier health care insurance.
- Working hours: 44 hours/week.
- Training.