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| **Job Title –** *Contracting Executive in the South Vietnam* |
| **Department –** *Contracting* |
| **Primary Function/Responsibility) –***(insert the main duty of this job)*   * Analyze all requirements and provisions in contracts, including terms & conditions, to ensure compliance with all laws and regulations and company policies & procedures; * Receive and examine service contracts, promotion, rate amendment, etc then update to concerned departments & the system; * Handle requests for tariff: hotels , trains, restaurants, hotels in province; * Monitor the performance of each signed contracts; prepare reports on the status of contracts, maintain a computer database for the company’s contract management; * Ensure that contracts are executed in accordance with corporate guidelines; * Conduct inspection new products, visits clients site and meet with business partners; * Coordinate with the finance department to analyze and evaluate existing products periodically; * Attend scheduled products training/presentation of the company; * Assist regional Contracting Manager with admin duties of Contracting Department in Sai Gon |
| **Reports to -***(insert the person/people the job must report to/take direction from)*  Office Manager/ Regional Contracting Manager |
| **Supervises -***(insert the person/people the job must supervise/give direction to)*  No |
| **Internal related departments -***(insert the departments in Easia Travel the job respond to/ work directly with)*   * Sales department * RSVN/Operation department * Accounting department * Marketing department * IT department * Database |
| **External Customers -***(insert customers/agencies/companies outside Easia Travel the job must respond to/work directly with)*   * Suppliers: hoteliers, restaurants, transportations, trains, boats, flights, and related incoming service |
| **Job requirement:**   * Nationality: Vietnamese * University: BA in Economy, Trade, Administration or other related majors; * Experience: having experience at the same position is preferable * Good communication skills in English (written and spoken) * Skills:   Good knowledge of negotiation  Knowledge of communication, Detailed-oriented  Knowledge of data processing (Microsoft Office)   * Characteristics:   Active, smart, decisive and service-minded |
| **Daily Tasks -***(insert the daily tasks performed)*   1. Receive & handle email related to contract rates, promotion, amendment, and other quotation from suppliers; 2. Analyze, examine price, terms & condition of contract, sign/countersign, return to supplier, file in server and update to related departments; 3. Handle all requests for price renewal/estimation/new rate/service; 4. Evaluate existing products, review & update tariff timely & efficiently; 5. Meeting with suppliers, inspection hotels and other products; 6. Scheduled meeting with Sales, RSVN and other concerned departments; 7. Assist regional Contractring Manager with assigned jobs; |
| **Weekly Tasks -***(insert the weekly tasks performed)*   * Weekly meeting & report with Database /Contracting Dept |
| **Monthly Tasks -***(insert the monthly tasks performed)*   * 1. Meeting with Office Manager / Regional Contracting Manager, RSVN/OPE, Sales team   2. Prepare reports on the status of contracts, monthly production |
| **Irregular Tasks -***(insert the irregular tasks performed)*   1. Summarize & hand over contracts to Accounting for tax settlement 2. Support Database in price update to the system |
| **List of Reports:**   * + Working report weekly, monthly |
| **Other Relevant Information –***(insert any other relevant information not included in the above sections)*  No |