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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
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| **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
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| **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

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| **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 negotiationKnowledge of communication, Detailed-orientedKnowledge 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;
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| **Weekly Tasks -***(insert the weekly tasks performed)** Weekly meeting & report with Database /Contracting Dept
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| **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
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| **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
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| **List of Reports:*** + Working report weekly, monthly
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| **Other Relevant Information –***(insert any other relevant information not included in the above sections)*No |