

Job Profile

Job Title	Contracts admin	Job Family	Purchasing
Entity	Youtravel	Location	Rome
Corporate Level	Tbd	Reporting Line	Purchasing Manager
Job Purpose Overview	Assistant to Italy Hotel Contracting Managers, maintaining existing and new hotel contracts		
Key Responsibilities	<ul style="list-style-type: none"> • In coordination with the Hotel Contracts Managers taking necessary actions to maximize performance of existing contracted hotels • Liaising with the teams in the Italy head office to strategically manage the inventory, defining best rates according to hotel price comparisons, passing information to contracts managers • Keeping hotel contracts updated according to hotel communications • Develop a good knowledge of the contracted hotels in Italian city's • Liaising with hotels and commercial teams after special offers have been agreed by the Contracts Manager • Checking hotel contracts are correct when loaded and live in coordination with the loading team and Key Account Manager • Supporting Accounting and Reservation Departments with hotel contract queries • Build a strong commercial relationship with our suppliers over time • Analysis and Reporting • Monitoring sales trends, with focus on best seller hotels in each destination, to keep the growth of the production and take immediate action to support sales Liaise with commercial to identify rate disparity so buyers can act accordingly • Identifying Business Opportunities in terms of new product, offers or any other in coordination with Contracting Manager • Arranging appointments and accompanying Contracts Manager to hotels 		
Skills & Abilities	<ul style="list-style-type: none"> • Strong commercial and analytical skills • Comfortable using different systems and software • MS Office: • Attention to detail • Effective communication • Fluent in Italian with a good knowledge of English 		
Qualifications	<ul style="list-style-type: none"> • Qualifications tourism, hospitality management, business, marketing or similar • In depth knowledge of the travel industry 		
Knowledge & Experience	<ul style="list-style-type: none"> • Experience in a similar role would be an advantage 		