

**CONTRACTS MANAGER IRELAND**

The role reports to the Destination Manager Ireland. This is a supplier (hotel) facing role, based in Ireland, Dublin preferably but not conditional, that seeks to contract space and rates with hotels, in order to give our clients a competitively priced tour.

**Role Overview:**

To represent and act as an industry face of Tour Partner Group for all new and existing supplier partners in your designated region. To successfully negotiate rates & allocations with the nominated areas of responsibility and seek new contracts to extend our portfolio within these areas. To assist team members in managing the series requirements and group allocations in your designated regions. To ensure that strong communications exist with internal departmental colleagues and Stakeholders and ensure best working practices are adopted.

Working directly with our key supplier partners in the defined regions to negotiate and ensure that TPG obtain the most competitive market rates/T&C’s on all occasions. To uphold strong internal communication levels within all departments, including senior management levels.

**Reports to:** Destination Manager

**Job requirements**

The role requires knowledge of hotels and prices within the Island of Ireland and previous contracting experience is essential. A commercial approach, working to deadlines, turnaround times, allocation management, special offers will be a minimum requirement.

IT Literate, proficient in MS Office, office experience, background in the tourism business ideally in the hotel or tour operator business, Strong administrative skills. Good time management and self-management skills. Good organisational skills with, a keen eye for detail. Ability to develop strong team working and collaboration. Outstanding interpersonal and networking skills. Full Driver’s licence

**Key Tasks:**

* Contracting for required allotment needs of the company within the Island of Ireland
* Contract Irish peripheral services when necessary (attractions) in order to achieve more competitive buying rates - including negotiating override commissions with key attractions.
* Placing specifically and taking ownership on client series for the area.
* Constant dialogue with the Purchasing Team in Dublin, Sales, and Account Management teams to ensure that client/hotel timeline requirements are met.
* Helping the DM in Ireland with the delivery of the overall Contracts strategy.
* Assisting the DM with the implementation and roll out of internal departmental procedures i.e Busy dates, estimated rates.
* Creation and internal release of the estimated rates Guideline for yearly market rates for your designated regions.
* Attend management meetings in the absence of the DM.

Dealing with Suppliers:

* Maintain, develop and uphold existing supplier relationships, especially with key market segment suppliers.
* Identify & source new suppliers.
* Represent TPG at specific, applicable industry events and workshops throughout Ireland
* Visiting key hotels on a regular basis as needed and other hotels where necessary, to ensure quality is maintained and producing hotel meeting reports for the company, post those meetings.
* Dealing with book-out situations and supplier issues.

**We offer:**

* a position with responsibility and variety
* Coaching and development on the job. We commit to help you be your best
* A positive, good energy, “sales team” where we help one another to win
* An international environment: our multinational team work with international clients
* A modern, air-conditioned office in Dublin with state of the art office equipment

**Notes:** **Some overtime [evening and weekends] will be necessary to ensure the smooth running of the department. No payment will be made for this but time in lieu will be accorded for weekend and Bank Holiday work. Willingness and ability to do this is mandatory. This is explained in full in our Employee Handbook. You will be required to give your mobile phone number to key accounts so they can contact you in an emergency.**

**This job description is intended only as a guide to the main responsibilities and is in no way intends to restrict any individual in the performance of other duties as may be required by the Company**