

Contracts Manager



Location: Dublin, Ireland

Department: Contracting

Reporting to: Department Manager

Contract Type: Permanent

Do you want to create memories that last a lifetime?

Tour Partner Group is a leading B2B Destination Management Company (DMC) specialising in travel experiences across the UK, Ireland, the Nordics, and the Baltics. With offices in London, Edinburgh, Dublin, and Copenhagen, we bring together over 300 destination specialists, designing unforgettable travel experiences for Groups and FIT, as well as curated MICE programmes under our dedicated brand, **Horizons by Tour Partner Group**.

At **Tour Partner Group**, we believe in responsible travel, continuously challenging ourselves to elevate our standards and ensure that every journey we create leaves a positive impact on both people and the planet.

About the position:

We are looking for a passionate and dynamic **Contract Manager** to join our team in **Dublin**. In this role, you will be responsible for **working directly with our key supplier partners in the defined region, to negotiate and ensure that TPG obtains the most competitive market rates and to seek new contracts to extend our portfolio within the destinations**. You will work as part of a **collaborative, international team**, creating memories that last a lifetime for our clients and their customers.

Your responsibilities:

As a Contracts Manager at Tour Partner Group, your key responsibilities will include:

- Working with Head of Contracts, Ireland to source hotel space across the island of Ireland, within the company's portfolio for booked groups, series and for offers.
- Acquiring a competitive price for our client, within a short turnaround time.
- Negotiating hotel rates and Terms & Conditions.
- Helping achieve an expected margin for the company.
- Developing relationships with hotels: exchanging feedback, providing updates, identifying ways of presenting group booking requests to each individual supplier to optimise outcome; dealing with supplier book-outs, supporting supplier complaint resolution.
- Liaising with internal clients, i.e. Commercial, Operations and Sales.
- Storing and presenting product knowledge.
- Regular dialogue with the Purchasing Team for Ireland, as well as Sales, and the Account Management teams to ensure that client/hotel timeline and brief is met.



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- Working alongside the Head of Contracts, Ireland to deliver the overall Ireland Destination Contracts strategy.
- Assisting the Head of, with the implementation and roll out of internal departmental procedures i.e Busy dates, estimated rates.
- Ensuring all contracts are loaded correctly into Tourplan for company wide use.
- Running various reports, comparing charts, updating the system if necessary to keep an overview of your allocated areas.
- Assisting in the placing of group series business within the budgets and standards expected by the client.
- Represent TPG at specific applicable industry events
- 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

Your profile: Skills & Experience

We are looking for an individual with the following skills and qualifications:

- Strong administrative skills
- Full driving license
- Good time management and self-management skills
- Good organizational skills and, particularly, a keen eye for detail
- Strong IT command for Excel and preferably TourPlan
- Ability to develop strong teamwork and collaboration
- Outstanding interpersonal and networking skills

What we offer

At Tour Partner Group, we believe in rewarding our team members. By joining us, you will enjoy:

- **A dynamic and international work environment**, collaborating with colleagues from over **20 nationalities**.
- **Familiarisation trips** to enhance your first-hand knowledge of our destinations.
- **A holiday increase** with years of service, up to **25 days**.
- **A contribution towards gym membership** to promote well-being.



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- **An extra day off on your birthday**, because celebrating is important!
- **One volunteering day per year** to support a cause you're passionate about.
- **Annual social events** to celebrate our shared successes.
- **TPG Travel Club discounts** to explore our destinations in your free time.
- The opportunity to become a **Value Champion**, earning a **Discover-Our-Destination reward** for an exciting explorer getaway.
- **A structured development programme** with **on-the-job training**, ensuring you reach your full potential.
- **A collaborative and supportive team culture** where every member is valued.
- Opportunities for **career progression**, moving into new roles within the company.

Additional Information

- **High Season Period:** Please note that from **1st May – 31st August**, the workload may be heavier, and overtime may be required. Overtime is compensated as time off in lieu.
- **Work Location:** This position is based in **Dublin, Ireland**.

Our Values

At Tour Partner Group, our values guide everything we do:

- **Partnership** – We collaborate as a team to succeed and hold our colleagues and business partners in high esteem.
- **Inspiration** – We inspire confidence in others through our knowledge and expertise. We seek and embrace change.
- **Respect** – We are open to new ideas, cultures, and experiences. We value honesty and transparency.
- **Passion** – We share our love for travel and encourage others to explore our destinations. We aspire to be the difference that makes the difference.



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Our Commitment to Sustainability & ESG

- We recognise the part we play as a tourism business. We believe in the **positive force and impact** of responsible business on our collective future—one that is sustainable and contributes **not only to ourselves and our clients but also to the planet and society as a whole**.
- Internally, we have taken active steps to **reduce our environmental footprint** by limiting printing, switching to **digital business cards**, and ensuring that **business travel is only undertaken when essential**. Additionally, we encourage our employees to **give back to the community** through our **1 volunteering day per year** initiative.
- Find out more about our sustainability efforts: [Tour Partner Group ESG Policy](#)

Our Diversity, Equity and Inclusion Statement

- At Tour Partner Group, our values of **Partnership, Respect, Inspiration and Passion** guide everything we do. We believe that travel is about **connection, discovery and shared experiences** – and that **begins within our own teams**.
- We are committed to building a workplace where everyone feels **valued, respected and inspired** to contribute their best. We encourage applications from individuals of every **background, culture, identity, ability and life experience**.
- Our aim is to make opportunities accessible, ensure decisions are fair and provide the resources each colleague needs to grow and succeed.
- By living our values and embracing **diversity**, practising **equity** and nurturing **inclusion**, we strengthen not only our business but also the partnerships and communities we serve.

How to Apply

If you're excited to be part of a team that delivers exceptional travel experiences, we'd love to hear from you!

- Please send your **CV and cover letter** to global.recruitment@tourpartnergroup.com with the subject line: **Application for Contracts Manager – Your Name**.
- If you have any questions about the role, please contact **Bianca Chiru** at bianca.chiru@tourpartnergroup.com

We look forward to welcoming you to the Tour Partner Group team!

www.tourpartnergroup.com

