

# United Arab Emirates Jobs Expertini®

**Contracting and Negotiation Executive – DMC / Tourism | MTS Globe Dubai**

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Company: MTS Globe

Location: dubai

Category: other-general

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Negotiate & contract with the hotels regarding rates, special offers, seasons, allocations, release periods, overrides, terms & conditions, and cancellation policies.

Participate in site inspections and prepare hotel assessment reports.

Analyze and study the product requirements of each market.

Track and correct product performance/ support problems, and assist in driving sales results.

Compare and analyze rates in each market.

Manage accurate update and maintenance of back office systems.

Upload contracts in both the extranet and online systems.

Ensure that entered rates are correct and up-to-date.

Regularly monitor the online system for last minute bookings, cancellations, and other related transactions.

Liaise with the key departments in the company for smooth operations.

Assist in resolving contracting related issues from other departments.

Constantly communicate & cooperate with the hotels & tour operators to achieve planned goals.

Requirements:

2-3 years background in Tourism Industry in Negotiation and Contracting Department in UAE

Hands-on experience in data entry related to contracts

Ability to establish and sustain professional relationships

Having great contacts in the industry will be advantageous

Excellent Communication and Negotiation Skills

Strong Customer Service Skills

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