



# Job Description

NAVIGATING THE WORLD OF TRAVEL

<b>Position:</b> Product & Contracting Intern	Direct Manager: <b>Operation Manager</b>
<b>Department:</b> Product	Indirect report (if any): None
<b>Company/Unit:</b> ASIA DMC	Number of subordinates:
<b>Working Location:</b> Danang Office	Updated date: 25-May-2026

## Internship Opportunity – Product & Contracting Intern

Are you passionate about travel, destination experiences, and tourism products? Join our team as a **Product & Contracting Intern** and gain hands-on experience in travel product development, supplier coordination, and destination research.

### What you will do

- Support updating supplier and product information in the company database
- Assist in researching and developing new travel experiences and itineraries
- Help prepare product factsheets, presentations, and internal training materials
- Coordinate with hotels, restaurants, transport companies, and local suppliers
- Support contracting tasks including rate collection and contract updates
- Join site inspections and destination surveys when required
- Assist the Product team with daily operational and administrative tasks

### Requirements


- Final-year student or fresh graduate in Tourism, Hospitality, Business, or related fields
- Passion for travel and tourism industry
- Good communication and organizational skills
- Good English skills (written and spoken)
- Proficient in Microsoft Office (PowerPoint, Excel, Word)
- Detail-oriented, proactive, and willing to learn
- Able to travel for site inspections when needed


### Benefits

- Hands-on experience in an international travel company
- Opportunity to learn product development and supplier contracting
- Dynamic and friendly working environment
- Internship allowance/support (if applicable)
- Potential opportunity for full-time position after internship

 Location: 141 Chuong Duong, Ngu Hanh Son, Da Nang

 Internship duration: [3–6 months]

 Internship allowance: VND 3,000,000/month

 Send your CV to: [phuong.lth@asiadmc.com](mailto:phuong.lth@asiadmc.com)