



# Job Description

NAVIGATING THE WORLD OF TRAVEL

**Position: Product & Contracting Executive** Direct Manager: **Operation Manager**

**Department: Product** Indirect report (if any): None

**Company/Unit: ASIA DMC** Number of subordinates:

**Working Location: Danang Office** Updated date: 25-Feb-2026

## **Objective of the position**

To develop products for destination to ensure all supplier and product information are up to date. To travel within destination to inspect and monitor existing products and to create new itineraries. To be responsible for Product Sustainability by raising awareness to all suppliers.

Actively involved into tasks of the Contracting department; deal with suppliers and ensure that will get the most competitive price from suppliers. Manage and keep the database of suppliers updated with news and promotion

## **Roles and accountabilities:**

### **Product Development**

- Ensure all supplier and product information of destination is collected on time and its information is accurate and stored correctly, resulting in a current, comprehensive, well managed database
- Continuous review of Asia DMC's products and make timely recommendations for any necessary changes or suggested improvements
- Create and update tools for Sales, Product, and Marketing including:
  - ✓ PDF factsheets and presentation files of preferred products in destination
  - ✓ PowerPoint presentations for staff, guide or internal training
- Create suitable and relevant new travel programs, touring itineraries and package tours
- Travel within destination to inspect and monitor existing products and to research and develop new products.

### **Contracting:**

- Negotiate rates, terms, allotments, and conditions with suppliers
- Prepare, review, and manage supplier contracts and annual agreements
- Update contracted rates, blackout dates, and special conditions in the system
- Coordinate closely with Operations and Sales teams to support tour requirements
- Ensure contracts comply with company policies and legal requirements
- Maintain accurate supplier databases and contract records

### **Communication:**

- Be a "Knowledge bank" for destination and the "go-to" person for ideas and expertise
- Work closely with and provide support to the Product team
- Organize and conduct training for guides in destination
- Produce detailed inspection and trip reports in the correct format for all inspections and visits.

### **Customer Services & Database Management**



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- Provide assistance to Asia DMC clients at the destination as required by the Operations Manager, and help resolve any issues when necessary
- Assist with Agents on-site inspection visits and accompany them when directed in destination
- Ensure all products are input in the company software system.

## **Job Competence requirements**

### **Qualifications:**

- Bachelor's Degree in Tourism or other related
- 2-3 years' experience in Tourism product, sales and/or tour guide or a similar role
- Excellent command of English (other foreign language is a plus)
- Team player with a positive and dynamic personality
- Interest and/or experience in the travel industry
- Understanding of sustainability and responsible tourism is a plus.

### **Skills:**

- Good product knowledge of the destinations
- Comprehensive travel industry knowledge
- Ability to work under pressure
- Excellent interpersonal, presentation and organization skills
- Ability to take decisions and solve problems on your own
- Strong team work & voluntarily help your departmental co-workers
- Good computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Canva, AI tool knowledge is a plus)
- Be able to suggest improved ways of working to positively impact people's life and the environment.

## **Remuneration**

- Competitive salary with quarterly incentives, 13th-month salary, and holiday bonuses.
- Standard working time from Monday to Friday.
- Daily lunch provided at the canteen with diverse menu options.
- Comprehensive premium healthcare insurance and annual health check-up.
- International, fair, and transparent working environment.
- Free access to workshops and sports clubs.
- Weekly training sessions for professional development.
- Team building activities, company retreats, and travel opportunities.