

## CONTRACTING SPECIALIST\_ UAE DESTINATION (F/M)

### ABOUT ASSIST 34 EGYPT

We are a professional tourism services company with decades of years of senior-level experience in the travel industry.

Assist34 is a company formed to support multi-national tourism companies worldwide to grow in a highly competitive global travel market. Our job is to ensure our clients, tourism companies, have the best back and mid-office services.

We believe in people. We have built the organization around a human-centric concept where we constantly develop our skillsets and colleagues to stay ahead of the industry.

### KEY RESPONSIBILITIES

- Upload and manage both bookable and non-bookable contracts in various core systems.
- Update daily hotel contracts and special offers in our core systems.
- Address questions about contracts by communicating with hotel partners.
- Manage and maintain hotel inventory in our core systems.

### ABOUT YOU

- Bachelor's degree.
- Minimum of 1 year of experience in contracting
- Familiarity with Sejour and Samo systems.
- Knowledge of UAE destination and products is required.
- Minimum English language level: B2 (upper intermediate)
- Strong skills in Microsoft Office applications are essential.
- Team-oriented, flexible, and proactive with good social skills.

### ABOUT OUR OFFER – WHY JOIN US

- Fair and competitive remuneration for your contribution to transforming the tourism industry.
- Work in a global tourism-tech start-up with young and passionate colleagues.
- Opportunities for intercultural cooperation and international projects.
- Flat company structure enabling quick decision-making and a chance to be part of the company's success
- Modern and comfortable office space in Hurghada / Egypt.

We look forward to hearing from you.

Please mention the job title in the subject of your email and send your CV to [hr.egypt@assist34.com](mailto:hr.egypt@assist34.com).