



EF Educational Tours is currently looking for an energetic, natural leader for the position of

TEAM LEADER CONTRACT MANAGEMENT EUROPE NORTH

to join our Operations department at our Headquarters in Zurich, Switzerland. This position will report to the Head of Contract Management and work closely with various EF functions and suppliers.

ACCOUNTABILITIES

- Managing and identifying Europe North regional supply requirements and portfolio of suppliers
- Establishing a strategic vision, identifying trends and constantly evaluating current supplier portfolio and new sources of supply
- Help team to identify, qualify, contract and visit important suppliers to secure and grow the portfolio of key and emerging destinations
- Leading key supplier/chain negotiations and contracting of rates, terms and conditions and allocation for hotels, restaurants and entrance fees ensuring best conditions in the market
- Acting as key point of contact to suppliers as well as internal functions such as sales, marketing, product development
- Working internally to optimize production and processes
- Possessing strong analytical skills and owning budget processes in line with budget cycles
- Passionate about customer satisfaction, with a personal commitment to organizational excellence

LEADERSHIP REQUIREMENTS

- Managing and developing team of 5 FTEs, leading by example and applying EF's Leadership behaviors
- Managerial and excellent interpersonal skills and strong cultural versatility and empathy
- Strong influencing, negotiation and communication skills
- Passion for travel and education

QUALIFICATIONS

- 5–10 years of experience in hotel industry, travel industry and/or OTA
- Minimum Bachelor's degree or equivalent
- Strong interpersonal skills & ability to influence external/internal stakeholders
- Excellent command of English & French is a must, any other languages advantageous
- Strategic mindset whilst open to supporting day-to-day priorities
- Ability to frame and communicate value proposition to potential partners
- Success in acquiring, mentoring & building long term supplier relationships
- Creative, innovative and adapt well to and is energized by change

WORKING AT EF

- You will have the opportunity to work within an innovative, engaging and multicultural environment
- Have the opportunity to build strong and lasting business relationships
- Have the opportunity in developing your career within EF and our new working location in Zurich

Please apply via the following link <https://careers.ef.com/job/oPYe9fwU/>