

DHARMA

PARTNERSHIPS COORDINATOR

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

DHARMA is a fast-growing, travel-tech startup based in London, UK and Abu Dhabi, UAE. Our innovative business model creates, builds, launches, and operates private-label travel brands for the world's most iconic people and brands. We are proud to have happy clients across a range of industries from best-in-class fitness companies to A-list celebrities.

JOB OVERVIEW

Partnerships Coordinator will act as the controller of all supplier contracts for our trip services and operations, setting rates and agreements with suppliers, ensuring contracts are filed, deadlines and release dates adhered to and quality issues dealt with. Our supplier partnerships are integral to our business and the successful candidate will be highly organised, detailed, and have experience of contracting within the travel industry. This is a remote based position, working closely with the Trip Planning, Finance and Operations Teams.

RESPONSIBILITIES

- Act as primary point of contact and negotiate contracts with new and existing suppliers to ensure best pricing, most competitive terms and conditions, and generous perks and amenities.
- Update suppliers regarding sales, dates and future plans.
- Log payments, reconcile expenses, and arrange supplier payments.
- Ensure supplier contracts are signed, filed and all key dates are visible to the team.
- Support the Trip Planning team in sourcing appropriate accommodation for the relevant brand.
- Maintain supplier data, ensuring all information is complete and up to date so that the business builds a world class travel suppliers database.
- Analyze sales reports to identify market trends and growth opportunities
- Utilize extensive destination knowledge to grow our ultra-curated supplier database and support in the creation of highest-quality trip packages
- Leverage existing relationships and grow network of supplier partnerships worldwide
- Provide detailed post-trip reporting and review all trip feedback for constant improvement
- Prepare and input written documentation including hotel descriptions, sales sheets, and more

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- Work with suppliers to negotiate and implement internal staff development and inspection trips
- Expand hotel and supplier portfolio by identifying new opportunities, analyzing hotel market in new destinations, and leading the negotiation process through finalization of contracts

QUALIFICATIONS

- Minimum 3+ years of experience of hotel and supplier contracting, and supplier management
- Proven track record across diverse regions, cultures, and languages
- Good negotiation skills
- Polished communication skills, skillful writer and dedicated researcher
- Good knowledge of boutique and independent hotel properties worldwide
- Well networked, with pre-existing relationship with popular hotels
- Can confidently build strong relationships with key accounts
- Experience in fast-paced, start-up environments preferred
- Strong knowledge of geography and international and domestic destinations
- Responsible and highly organized, with an ability to prioritize time-sensitive assignments
- Written and spoken foreign language skills (particularly French, Spanish, Portuguese and Italian) preferred
- Impeccable taste, knowledge of quality food and beverage, culturally minded, finger on the pulse of trends in fitness, health and wellness, fashion, food, sport and current events

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We genuinely appreciate your enthusiasm.

To apply for this position, please send us your résumé and cover letter. Feel free to submit the form linked [here](#) or send us an email at jobs@seekdharma.com. Our hiring team will be in touch within five working days to update you on the status of your application.