

We are one of the leading incoming tour operators specialising in Great Britain and Ireland. Our clients are based throughout Europe and worldwide with the majority currently in German and French speaking countries.

For our Dublin based office we are currently seeking for immediate start

**Purchasing Manager Ireland**

**The role reports to the Destination Leader for UK and Ireland. This is a supplier (hotel) facing role managing a team, based in Dublin that seeks to secure space and rate advantage from hotels, in order to give our clients a competitively priced tour whilst working to an agreed margin.**

**The role overview**

The role requires knowledge of hotels and prices within the Island of Ireland and the ability to negotiate is essential. A commercial approach to demand management, turnaround times, people allocation, price offers, and use of allocations is essential. This role focuses on the following key areas.

* Acquiring a competitive price for our client, within a short turnaround time.
* Achieving an expected margin for the company
* Protecting the relationship with the hotel(s)
* Developing relationships with targeted hotels via placement and interaction
* Working closely with the Yield Manager

The ideal candidate has knowledge of hotels, the placement and contracting process and enjoys leading a team, is highly organised, willing and able to negotiate, commercial, and able to work with highly professional and committed peers. This role has potential for career growth within Contracts & Purchasing or within the wider business of Tour Partner Group (TPG).

**Job Objective**

* To lead the team so it operates commercially, identifying the opportunity to return quotation enquiries into placed hotels
* Ensure there is a fast turn-around of enquiries and prioritising these with the team and Yield Management
* Support high conversion rates from enquiries in partnership with the Client Hubs
* Team leadership
* Negotiation with hotels
* Management and improvement of processes
* Recommendation for hotels to be targeted, rates, itinerary building
* Ensuring supplier relationships are maintained and enhanced

**Key Tasks:**

* Day to day management of the team which handles Purchasing administration, hotel group reservations, amendments & cancellations
* Supplier Relationship Building which involves:
	+ - Calling suppliers to exchange feedback and info, space, negotiate rates etc
		- Identify smart ways of presenting group booking requests to each individual supplier to optimise outcome
		- Sending suppliers regular updates, resolving discrepancies, book outs, complaints, etc
		- Updating database with relevant hotel contacts & setting up filters for bulk messaging
		- Supplier fam trips / workshops & attendance at occasional other events
* Training and Supervision of the Product Booking Team, Interns & enquiry distribution to handlers
* Team motivation – weekly team meetings & coordination of training sessions
* Maximising usage of pre-booked space, in conjunction with the Yield Manager, including allocation and bed-bank management
* Reviewing, monitoring and evaluating sold dates/spaces
* Monitoring loadings of specific dates/locations and closing them out in the system if necessary
* Liaising with internal clients, i.e. Yield Manager, Destination Managers and Market Hubs where required
* Storing and presenting product knowledge
* Ensuring all agreements are loaded correctly into Tourplan for company wide use
* Running various reports, comparing charts, updating the system if necessary to keep an overview on your allocated areas
* Confirming/cancelling hotel space within the given deadline from confirmed/optional bookings
* Use and development of Group Allocation Application to benefit all areas of the company
* Responsible for setting up and managing of additional to allocation space
* Assisting in the placing of group series business within the budgets and standards expected by the client
* **Additional tasks:**
* Create, agree and deliver on production targets as appropriate
* To flexibly support team members of the same region (and other regions where business requirements demand) to fulfil their role as and when needed, for business reasons such as productivity, expertise absence, illness etc.

**This job description is intended only as a guide to the main responsibilities and it in no way intends to restrict any individual in the performance of other duties as may be required by the Company**