

**PURCHASING Executive ADMINISTRATOR**

**Person specification:** Positive attitude, being confident, persuasive, goal oriented, an

effective team player

**Requirements:** accurate working style with strong attention to detail, interest in our destinations of Great Britain and Ireland, being IT literate,

**Reports to:** Purchasing Manager

**Job specification:** Securing hotel space for offers and confirmed business to the leisure group market and ensuring that the product offered is within the budget and standards of quality required for each market and client. This comprises of monitoring and managing group bookings and allocations in order to maintain and build relationships with our suppliers.

**Key Tasks:**

* Sourcing hotel space within the company’s portfolio for booked groups and for offers
* Negotiating hotel rates and terms & conditions
* Helping achieve an expected margin for the company
* Developing relationships with hotels: exchanging feedback, providing updates, identifying ways of presenting group booking requests to each individual supplier to optimise outcome; dealing with supplier book-outs, supporting supplier complaint resolution
* Maximising usage of pre-booked space, 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. Central Support, Market Hubs & FIT (where required)
* Storing and presenting product knowledge
* Ensuring all contracts are loaded correctly into Tourplan for company wide use
* Confirming/cancelling hotel space within the given deadline from confirmed/optional bookings
* Setting up and releasing agreed hotel group allocations
* Assisting in the placing of group series business within the budgets and standards expected by the client

**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**