

Purchasing Executive



Location: Edinburgh

Department: Purchasing

Reporting to: Department Manager

Contract Type: Maternity Cover with the possibility of becoming permanent

Do you want to create memories that last a lifetime?

Tour Partner Group is a leading B2B Destination Management Company (DMC) specialising in travel experiences across the UK, Ireland, the Nordics, and the Baltics. With offices in London, Edinburgh, Dublin, and Copenhagen, we bring together over 300 destination specialists, designing unforgettable travel experiences for Groups and FIT, as well as curated MICE programmes under our dedicated brand, **Horizons by Tour Partner Group**.

At **Tour Partner Group**, we believe in responsible travel, continuously challenging ourselves to elevate our standards and ensure that every journey we create leaves a positive impact on both people and the planet.

About the position:

We are looking for a passionate and dynamic **Purchasing Executive** to join our team in **Edinburgh**. In this role, you will be responsible for **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**. You will work as part of a **collaborative, international team**, creating memories that last a lifetime for our clients and their customers.

Your responsibilities:

As a Purchasing Executive at Tour Partner Group, your key responsibilities will include:

- Negotiating hotel rates and terms & conditions
- Acquiring a competitive price for our client, within a short turnaround time
- Storing and presenting product knowledge
- Sourcing hotel space within the company's portfolio for booked groups and for offer
- 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
- 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)
- Running various reports, comparing charts, updating the system if necessary to keep an overview on your allocated areas



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- Confirming/cancelling hotel space within the given deadline from confirmed/optional bookings
- Supporting the Destination Managers in contracting allocations and series allocations when needed, as well as dealing with/contracting new attractions
- Assisting in building relationships with new and top existing attraction
- 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
- Ensuring all contracts are loaded correctly into Tourplan for company wide use
- Assisting in the placing of group series business within the budgets and standards expected by the client

Your profile: Skills & Experience

We are looking for an individual with the following skills and qualifications:

- Confident, persuasive and a positive attitude
- Good knowledge of our destinations of Great Britain and Ireland
- Strong communication and negotiation skills
- Ability to work under pressure and multitask in a fast-paced environment
- High level of proficiency in Microsoft Office and IT literate
- Experience of Tourplan is a plus

What we offer

At Tour Partner Group, we believe in rewarding our team members. By joining us, you will enjoy:

- **A dynamic and international work environment**, collaborating with colleagues from over **20 nationalities**.
- **Familiarisation trips** to enhance your first-hand knowledge of our destinations.
- **A holiday increase** with years of service, up to **25 days**.
- **A contribution towards gym membership** to promote well-being.
- **An extra day off on your birthday**, because celebrating is important!
- **One volunteering day per year** to support a cause you're passionate about.
- **Annual social events** to celebrate our shared successes.



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- **TPG Travel Club discounts** to explore our destinations in your free time.
- The opportunity to become a **Value Champion**, earning a **Discover-Our-Destination reward** for an exciting explorer getaway.
- **A structured development programme with on-the-job training**, ensuring you reach your full potential.
- **A collaborative and supportive team culture** where every member is valued.
- Opportunities for **career progression**, moving into new roles within the company.

Additional Information

- **High Season Period:** Please note that from **1st May – 31st August**, the workload may be heavier, and overtime may be required. Overtime is compensated as time off in lieu.
- **Work Location:** This position is based in **Edinburgh**, with the possibility of hybrid working depending on the role.

Our Values

At Tour Partner Group, our values guide everything we do:

- **Partnership** – We collaborate as a team to succeed and hold our colleagues and business partners in high esteem.
- **Inspiration** – We inspire confidence in others through our knowledge and expertise. We seek and embrace change.
- **Respect** – We are open to new ideas, cultures, and experiences. We value honesty and transparency.
- **Passion** – We share our love for travel and encourage others to explore our destinations. We aspire to be the difference that makes the difference.



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Our Commitment to Sustainability & ESG

- We recognise the part we play as a tourism business. We believe in the **positive force and impact** of responsible business on our collective future—one that is sustainable and contributes **not only to ourselves and our clients but also to the planet and society as a whole**.
- Internally, we have taken active steps to **reduce our environmental footprint** by limiting printing, switching to **digital business cards**, and ensuring that **business travel is only undertaken when essential**. Additionally, we encourage our employees to **give back to the community** through our **1 volunteering day per year** initiative.
- Find out more about our sustainability efforts: [Tour Partner Group ESG Policy](#)

How to Apply

If you're excited to be part of a team that delivers exceptional travel experiences, we'd love to hear from you!

- Please send your **CV and cover letter** to global.recruitment@tourpartnergroup.com with the subject line: **Application for Purchasing Executive – Your Name**.
- If you have any questions about the role, please contact **Bianca Chiru** at bianca.chiru@tourpartnergroup.com.

We look forward to welcoming you to the Tour Partner Group team!

www.tourpartnergroup.com

