

Purchasing Executive - Europe



Location: London/Edinburgh, UK

Department: Purchasing

Reporting to: Department Manager

Contract Type: 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 - Europe** to join our team in **London or Edinburgh**. In this role, you will be responsible for **working directly with our key accommodation partners in Europe (Benelux, France, Germany)**, to negotiate and ensure that TPG obtain the most competitive market rates and commercial terms, on all occasions to support our growth into the European market. 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:

- To place qualified group requests and to ensure that the right product has been offered at the best possible rates.
- Working with the Contracts Manager – France, and Head of Contracts, Europe to collate, manage and maintain the key events calendar.
- To work with the Contracts Manager – France and Head of Contracts, Europe to collate pre buying series dates for key clients in key locations.
- To communicate with clarity in writing to all suppliers, ensuring a high level of attention to detail.
- To ensure maximum usage of allocation and bed bank space is being implemented where relevant.
- Attending familiarisation trips, networking events, trade shows and supplier meetings to enhance existing supplier relationships as well as create new relationships.
- To work towards ensuring the department is buying at the best possible rates to maximise margins.



Purchasing Executive – Europe



- To negotiate and secure the best working commercial Terms & Conditions, in line with our sales offering to clients.
- To vary duties to contract across our product portfolio (e.g., hotels, restaurants, guides, and coaches) if needed.
- To understand the needs of the clients and the source markets in which the company is operating, obtaining this information through discussions with colleagues and attending internal training session.
- To negotiate and book space to be sold for events where the department is pro-actively promoting a date for group travel, or a series, and to manage this space.
- To take a proactive reaction to issues/errors such as book outs and present to your Line Manager a solution for consideration
- Assisting with training for new joiners to the business, along with refresher training / cross training where needed.
- Liaising with internal clients, i.e. Commercial, Operations and Sales
- Constant dialogue with the Purchasing Team for Europe, as well as Sales, and the Account Management teams to ensure that client/hotel timeline requirements are met.
- Contributing to the delivery of the overall Europe Contracts strategy.
- Assisting the Head of, with the implementation and roll out of internal departmental procedures i.e Busy dates, estimated rates.
- Ensuring all contracts are loaded correctly into Tourplan for company wide use
- Running various reports, comparing charts, updating the system if necessary to keep an overview of your allocated areas
- Assisting in the placing of group series business within the budgets and standards expected by the client
- Represent TPG at specific applicable industry events
- Visiting key hotels as needed and other hotels where necessary, to ensure quality is maintained and producing hotel meeting reports for the company, post those meetings
- Dealing with book-out situations and supplier issues
- Supporting the Head of, in contracting allocations and series allocations when needed
- Supporting with placing hotels in other locations as needed
- 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



Purchasing Executive – Europe



Your profile: Skills & Experience

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

- Strong administrative skills
- Second European language
- Full driving license
- Good time management and self-management skills
- Good organisational skills and, in particular a keen eye for detail
- Strong IT command for Excel and preferably TourPlan
- Ability to develop strong teamwork and collaboration
- Outstanding interpersonal and networking skills

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.
- **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.



Purchasing Executive – Europe



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 **London or 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.

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**](#)



Purchasing Executive – Europe



Our Diversity, Equity and Inclusion Statement

- At Tour Partner Group, our values of **Partnership, Respect, Inspiration and Passion** guide everything we do. We believe that travel is about **connection, discovery and shared experiences** – and that **begins within our own teams**.
- We are committed to building a workplace where everyone feels **valued, respected and inspired** to contribute their best. We encourage applications from individuals of every **background, culture, identity, ability and life experience**.
- Our aim is to make opportunities accessible, ensure decisions are fair and provide the resources each colleague needs to grow and succeed.
- By living our values and embracing **diversity**, practising **equity** and nurturing **inclusion**, we strengthen not only our business but also the partnerships and communities we serve.

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 – Europe – 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

