

Job Profile

Job Title	City Purchasing Manager	Job Family	<i>Purchasing</i>
Entity	MPYT	Location	Close to a major European city (negotiable)
Corporate Level		Reporting line	Head of Purchasing
Job Purpose Overview	<p>The purpose of our City Purchasing Manager role is to expand our directly contracted city content in key Cities throughout Europe</p> <p>The City Purchasing Manager will be responsible for expanding the hotel portfolio while maintaining the best available conditions on rates & availability.</p>		
Key Responsibilities	<ul style="list-style-type: none"> • Rapidly expand our City inventory within a pre defined territory. • Negotiate the best available rates, offers and allocations. • Identify market trends and implement purchasing strategy accordingly. • On board hotels using a wide range of Channel Manager connectivities • Maintain strong supplier relationships • Work collaboratively with partners negotiating rates and assisting the purchasing process to ensure that products acquired are competitive and marketable • Communicate effectively with hoteliers, acting as the main point of contact for the group 		
Skills & Abilities	<ul style="list-style-type: none"> • Good commercial awareness and be able to demonstrate your competence in analysing, reporting and efficiently responding to data • Proven experience in developing and maintaining strong partner relationships • Target driven and have good numerical and analytical skills with an excellent eye for detail • An adept communicator with a good command for the English language and ability to liaise with people on all levels • Work effectively using your own initiative, prioritising and managing your own workload with a methodical and organised approach • Proven negotiation skills • Excellent literacy skills and a proficient computer user with experience of using Microsoft office, internet and email systems as well as good experience of working with supplier extranets & Channel managers 		
Qualifications	<ul style="list-style-type: none"> • A strong academical background at graduate level preferable 		
Knowledge & Experience	<ul style="list-style-type: none"> • Strong catalogue of hotel contacts • Understanding of API and XML activity • Minimum 5 years in similar role • Demonstrated experience in purchasing coordination and able to work remotely 		
Work Placement	<ul style="list-style-type: none"> • Field based role 		