

TOUNDRIGO

Job Offer | Purchase Manager

Description

(Please note that the following text is gender neutral)

The Toudrigo group is the lifelong dream of a group of adventurers that have turned their passion into a business. Our travel group is comprised of 5 defined and distinct brands that operate small group adventure tours, group, FIT and incentive travel.

Today we are recruiting a Purchase manager for our small group adventure travel brand called Windigo. The purchase manager will be our representative of what we can offer our different service provider partners. Reporting directly to the director of sales the purchase manager will see to the development and application of our purchasing policy. With extensive experience in the tourism industry, he/she will be a master at negotiating rates and conditions with all our different service providers to make sure that the company can be evermore profitable and competitive on the North American market

General Responsibilities

- Define and identify the purchasing needs of the different brands
- Select the service providers in accordance with the established purchasing policy
- Assist the different teams by providing them clear information about rates, conditions and availability of the different service providers
- Send all necessary reservation requests to our service providers (hotels, activities, restaurants, transportation)
- Negotiate rate and conditions with service providers
- Negotiate contracts with service providers before or during the season
- Seek new service providers and manage relationships with existing service providers
- Do periodic visits to service providers to ensure quality of offered services
- Always be on the lookout for better ways of doing things to constantly improve our purchasing department.
- Keep office teams informed of new service provider options and train the teams on the new offers and available products
- Manage fam tour requests and negotiate gratuities with service providers.
- Update our reservation/booking system with conditions /rates /periods etc
- All other relevant tasks

Desired Skills

TOUNDRIGO

- Audacity and Initiative, here at Toundrigo everyone has a say in how we want to grow the company
- Love to work as a team. Ability to connect with the different brands and your immediate team.
- Ability to prioritise tasks, anticipate and optimise your workflow
- Excellent negotiation skills - persuasiveness
- Loves raising up to the challenge and exceeding expectations
- Good Analytical skills
- Knowledge of the destination and tourism offer in North America
- Attention to detail, good planning skills and minutia

Qualifications / Requirements

- Bilingualism (French/English), other languages are an asset
- Proficiency with the office suite
- Expert negotiator
- Degree in Tourism (an asset)
- Minimum of 3 years of experience in the tourism industry or other relevant field

Advantages

- Collaborative workplace
- Organised social activities
- Fam Tours (conditions apply)
- Preferred rates with our service providers (conditions apply)
- Group Insurance (after 3 months)
- Close to public transit options
- Working from home available (conditions apply)

Job Summary

- Start date: as soon as possible
- Schedule: Full time, 40Hrs/week
- Job Type: Permanent, 3-month trial period
- 2 weeks paid holiday
- Job Location: Montreal

To Apply: hr@toundrigo.com