



PURCHASING SPECIALIST

Temporary Seasonal position

25 hours per week, schedule is Monday-Friday, 9:00am – 2:30pm

SUMMARY: Reporting to a Purchasing Manager, this position is responsible for the implementation and administration of supplier contract creation and maintenance for the tour products. Additionally supports the Product Managers' & Purchasing Teams requirements to meet competitive pressures and meet cost requirements. The scope of responsibilities for this position will range from Logging and recording Process, contract build, analysis, initial negotiations and all facets of supplier communication relating to Purchasing. This position is also directly accountable for the accurate and timely completion of all supplier bid requests to meet tour reservation requirements.

POSITION DUTIES/RESPONSIBILITIES:

- Facilitate the contracting process for current and alternate suppliers from building bids (ensure accuracy of information) , distribution of bids, chasing bids, building contracts, returning signed contracts and “no go” communication
- Assist with the general maintenance of each tour series contracts throughout the year, including frequent correspondence and follow-up with hotels, suppliers, supplier file maintenance and supplier deposits.
- Foster and maintain positive and productive partner relationships.
- Ensure that all internal/external colleagues are informed of overlapping tour activity. Ensure that corporate contacts (i.e. hotel partners) are included in all correspondence relating to bid/contract activity and issues of importance.
- Perform initial analysis of returned bids and enacts initial negotiations. Share with management assessment of any risk based on substantial monetary increases that may impact tour cost and/or variances.
- Follow Exception Hotels process as prescribed by Purchasing Team. Assist in researching alternate/exception suppliers, as requested.
- Drive and manage Pre/Post contracting and pricing process for each tour series in compliance with company Product Marketing Planning calendar.
- For added/deleted tour departures, facilitate all correspondence, regeneration of bids/contracts, date changes, and tour itinerary/component changes. Work closely with Yield department to confirm added dates which translate to maximum company revenue.
- Spearhead the push for chasing bids and bid completion with Product and Purchasing management teams (i.e. status reports, weekly meetings and ad hoc meetings to review progress and outstanding issues)
- Facilitates liability documentation, hotel information sheets, bank wire forms and other projects as needed. Notify Product and Purchasing management of any supplier changes to company Terms and Conditions, including items that may present risk.
- Provide training to new employees, team members, or other company colleagues, as required
- Administrative responsibilities, as required.



KNOWLEDGE/SKILL REQUIREMENTS:

- Excellent oral and written communications skills to communicate the Tauck brand
- Ability to provide competitive and industry trend analysis and reporting
- Able to be a major contributor in a team based environment
- Proficiencies in computer skills to include Microsoft Word, Excel, PowerPoint
- Superior supplier relationship skills.