



Example of Travel Buyer Job Description

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Our innovative and growing company is searching for experienced candidates for the position of travel buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for travel buyer

- Manage the relationship with various stakeholders to integrate category plans and outcomes in local budgets and price planning
- 1) Directly reports to the NAM Regional Commodity Manager – Marcom, Travel & Fleet, dotted line to the Strategic Initiatives Manager – Marcom, Travel & Fleet
- 2) Manages Marcom, Travel, and Fleet purchasing activities in support of our business and functions in NAM
- 3) Perform spend analysis and assessments of opportunities by leveraging strategic sourcing approaches and frameworks
- 4) Identify savings opportunities and utilize competitive bidding processes (RFI/RFP/eRA) to generate cost savings to the business
- 5) Lead cross-functional teams throughout 7 step sourcing process including strategy implementation
- 7) Be proficient in purchasing tools (OTTO, VENUS, ARIBA, DocuSign) and associated processes
- 9) Support key purchasing initiatives such as improved payment terms, ISO26000, etc
- Specific to commodities ensuring that information held on these is consistent with core purchasing systems (CAAPS / SAP etc)
- Work with the Global Travel Manager to develop the strategy for each sourcing RFP exercise, lead the RFP efforts on behalf of the Global Travel team and work collaboratively with the RTMs during each exercise

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- Minimum 4 years in sourcing for the Mobility category
 - Your determination has enabled you to achieve a Design or Product tertiary qualification
 - Your drive has taken you to where you are now, holding relevant years of experience within the retail industry and within a buying position, and ideally working with travel accessories
 - You will have an exceptional eye to identify current market trends and translate them into original forward product that reaches our target market
 - You have previous hands on product development experience, direct OS supplier negotiation skills and are adept at managing OTB with a Planner
 - You thrive on working in a team, mentoring product developers and have the ability to work well under pressure