



Example of Travel Buyer Job Description

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Our innovative and growing company is looking for a travel buyer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for travel buyer

- Negotiating, creating, executing and managing effective contracts with suppliers
- Continuously evaluate the performance of the current supply base and potential new suppliers through high-quality relationships, in terms of cost, quality, delivery, features, technology while ensuring Volvo's long-term multifaceted sustainability and managing risk
- Identify and execute contract negotiations, ensure preferred suppliers only are used or existing partners are developed to the level of preference
- Establishes and executes strategies for assigned categories globally
- Promotes high level of customer satisfaction in supporting the needs of Divisional projects and requirements for Purchasing guidance & leadership
- Participates in the financial planning & forecasting process and provides periodic relevant market information and dynamics to internal stakeholders for all global regions
- Responsible for coordinating sourcing and procurement activities for travel including but not limited to hotels, airlines, rental car, and travel management companies
- Responsible for delivering established cost savings targets through competitive bidding process and effective negotiation of supply and service agreements
- Responsible for performing all aspects of sourcing and procurement activities in support of major initiatives including stakeholder requirement analysis, identification of bidders list, RFP/RFQ development, conducting competitive

- Collaborate with internal customers to create thorough business requirements and incorporate in sourcing strategies and resulting agreements

Qualifications for travel buyer

- Possess strong commercial awareness – be aware of competitor activity and customer requirements
- Experience with IT procurement / acquisition
- Minimum 5 years' Purchasing or other relevant Supply Chain experience with at least 2 years of heavy involvement in Procurement
- Minimum 3 years' experience managing, executing and/or participating in multiple large or cross functional process improvement projects
- Minimum 2 years' experience leading project teams
- Strong analytical skills evaluative judgment based on the analysis of factual and qualitative information in complicated or novel situations