

DHARMA

SUPPLY & PURCHASING MANAGER : GROUP TRAVEL

Format: Salaried, Full Time

Based: Remote, preferred time zones between GMT-6 and GMT+2

Start date: ASAP

JOB SUMMARY

The Supply & Purchasing Manager: Group Travel will have accountability from day one for growing supply and optimizing costs for world-class trips across diverse geographies and passion categories. This will be achieved by sourcing, negotiating, managing risk, and contracting suppliers including hotels, transportation providers, activities, DMCs, special guests and more. The successful candidate will hit the ground running, building demand driven supply that addresses the needs of our sales pipeline and gives trip planners the quality supply they need to build trips efficiently while ensuring maximum profitability. While actioning an initial short-term purchasing strategy that increases efficiencies and profitability, the selected candidate will also work to develop a preemptive 3-year purchasing strategy that ensures continued access to high-quality supply. A strong affinity for systems will be highly beneficial for this process-driven role. This manager-level role will be tasked with promoting DHARMA's core values and fostering a culture of passion, ownership, and above & beyond. Fluent professional English, both written and spoken, is required for this role. Experience with HubSpot, Monday.com, Google Drive, and Slack preferred.

RESPONSIBILITIES

- Hit the ground running on day one, proactively sourcing demand driven supply that achieves objectives for profitability while streamlining bottlenecks and increasing efficiency at every stage in the process
- Develop and implement a preemptive 3-year purchasing strategy that supports in achieving business objectives in the short, medium, and long term
- Source, negotiate, manage risk, and contract suppliers including hotels, transportation providers, activities, DMCs, special guests, and more
- Expand hotel and supplier portfolio by identifying new purchasing opportunities, analyzing hotel markets in new destinations, and leveraging existing relationships to grow network of supplier partnerships worldwide
- Hold full accountability for the management of cancellation and payment deadlines
- Recruit, manage, and inspire a world-class team

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- Take responsibility for setting clear objectives and promoting a culture of learning and development that supports in the achievement of individual and team KPIs
- Ensure suppliers complete required forms (health & safety, etc.)
- Oversee the implementation of a profitable ancillaries program including hotel upgrades, pre & post night stays, add-on activities, etc).
- Hold accountability for supplier payments and work with Finance to ensure consistent margin and revenue reporting
- Identify opportunities to drive revenue growth
- Negotiate FOC spots for FAMs and PR /Trade trips
- Review relevant trip feedback and ensure suppliers take remedial action where necessary

SKILLS

- At least 4+ years' experience as a product, commercial, or purchasing manager within a group tour operator or Meetings, Incentives, Conferences & Exhibitions (MICE)
- Strong financial management skills
- Ultra proactive, self-motivated, and tenacious, possessing of an entrepreneurial spirit, ability to take bold initiative, and desire to exceed expectations
- World-class and demonstrable negotiation skills
- Passionate about creating long term partnerships
- Strong interpersonal skills, experience managing cross-cultural and geographically dispersed teams, and possessing a strong ability to motivate others
- Experience with supplier database software and ability to drive the selection and onboarding of new systems if/when
- Extensive knowledge of regions and countries worldwide
- Fluent professional English, both written and spoken
- Experience in a remote, fast-paced, dynamic start-up environment preferred
- Experience with HubSpot, Monday.com, Google Drive, and Slack preferred
- Candidates with foreign language skills preferred - Spanish, French and Italian

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#).

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ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips for influential people and brands created around passion points - from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.