



Purchasing and reservations executive

As Sports Tours International continues to grow strongly as a business across many countries, we are now recruiting for a Purchasing Executive to join our team working on our Sports Tours International running, cycling and triathlon product.

We are introducing a new reservations system and a new finance system and we need additional resource to assist our systems manager with providing a flawless process from product purchasing all the way through to the financial and sales reporting.

The Purchasing Executive is responsible for assisting the purchasing team with building and driving revenue growth through offering support to the purchasing team, the finance team and the sales team.

This is a role that spans across various departments within Sports Tours International; product and operations, finance and sales so it is essential that you are a good communicator.

Job Accountabilities

- Assisting our purchasing managers with contracting of all the various elements that make up our product
- Assisting our product managers with ensuring the various stock inventories (hotels, event entries, hospitality tickets etc.) are always up to date on the reservations system
- Assist with building supplier relationships
- Maintaining safe filing systems of all supplier contracts
- Collecting and keeping on file of supplier health and safety paperwork
- Loading hotel and various other stock onto our reservations system
- Ensuring our loaded hotel stock (room type, occupancy, descriptions, board types etc.) is up to date and accurate
- Run stock management reports and take subsequent actions to avoid overbookings
- Run stock availability reports and take action if stocks are low to ensure good availability
- Work with the finance department on ensuring an accurate feed of information from the reservations system into the finance system
- Manage supplier and finance payment queries
- To manage the purchasing support Email inbox and either answer directly or co-ordinate communications to the relevant team member
- Assist with other parts of the product and operations department if required

Qualifications, Skills & Experience

- Minimum 2 years commercial experience working for an OTA/ bed bank or tour operator
- Proven track record in improving company revenues / profits
- Demonstrate strong communication skills
- Commercial, numerate with a high level of analytical skills
- Self-motivated, with ability to work autonomously, organising time and prioritising workload
- Possess the ability to understand and optimise yield strategies and revenue management to drive and leverage business
- A keen interest in sports and understanding of the market we operate in
- Excellent communication skills both written and verbal are strongly desirable as are French language skills
- Other desirable skills include health and safety experience in a tour operator environment