

# DHARMA

## SENIOR CONTRACTOR / BUYER

**Based:** Remote

**Reporting to:** CXO

**Start date:** ASAP

## ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience. DHARMA is a fast-growing, travel-tech startup based in London, UK and Abu Dhabi, UAE. Our innovative business model creates, builds, launches, and operates private-label travel brands for the world's most iconic people and brands. We are proud to have happy clients across a range of industries from best-in-class fitness companies to A-list celebrities. 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.

## JOB OVERVIEW

As Senior Contractor / Buyer you will become a valued member of the senior team at DHARMA, leaning on vast previous professional experience, expertise, and data to create strong strategies and develop the scalable processes that will continue to fuel DHARMA's powerful growth. You will do this by owning supply at DHARMA, managing the negotiating and contracting of all suppliers for our best-in-class, experiential trips. You will buy required services directly, or via strategic DMC or wholesaler partnerships, ensuring costs are competitive and managed accordingly to ensure optimal trip pricing can be achieved. Working cross-functionally with the Trip Planning, Operations, Brands, and Marketing teams, you'll manage inventory and capacities to ensure the business meets its targets. You'll leverage a strong pre-existing network of suppliers worldwide and grow that network further, with particular attention paid to boutique and independent hotel properties. You'll be responsible for overseeing the onboarding of next generation supplier database software, ensuring that future-proof technology is utilized to drive scalable processes for this core business functionality. A natural leader, you will cultivate a performance-driven global team to surpass targets. Language skills, particularly Spanish, French, and Italian preferred.

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## RESPONSIBILITIES

- Negotiate best rates, block bookings, allocations, and terms with all suppliers (hotels, ground suppliers & DMCs) to maximize availability and generous perks and amenities
- Develop and implement overarching purchasing strategies for the development of a world-class data-driven supply funnel at DHARMA that supports in driving scale and achieving targets
- Oversee the selection, onboarding, and subsequent maintenance of next generation supplier database software, ensuring that future-proof technology is utilized to power growth
- Along with strong preemptive purchasing, develop strategies to ensure client-driven hotel supply needs are managed efficiently
- Ensure all suppliers complete the required due diligence processes during the contracting stage.
- Expand hotel and supplier portfolio by identifying new opportunities, analyzing hotel market in new destinations, and leveraging existing relationships to grow network of supplier partnerships worldwide
- Conduct competitor research to help with pricing, date planning, and contracting
- Ensure cancellation and payment dates are well managed and all suppliers complete required forms at contracting stage (H&S, wellness, supplier info, etc.)
- Be responsible for all ancillary pricing (upgrades, pre & post night stays, optional activities provided by the hotels, etc).
- Oversee supplier payments and work with Finance to ensure robust margin and revenue reporting available
- Identify opportunities to drive revenue growth, including by cross-selling existing brands and where we can utilize good relationships and rates
- Negotiate FOC spots for FAMs and PR /Trade trips
- Oversee general day-to-day contract related correspondence from agents and hoteliers, and any other related administration
- Review all trip feedback and ensure suppliers take remedial action where necessary
- Occasional requirement to attend travel conferences to meet existing and new suppliers

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## QUALIFICATIONS

- At least 5+ years' experience as a product, commercial, or purchasing manager within a group tour operator
- At least 3+ years of experience in development of hotel and supplier strategy, contracting, and supplier management
- Experience with supplier database software and ability to drive the selection and onboarding of new systems
- Ability to operate in a fast-paced environment and work under pressure and possessing of the ability to set priorities and meet deadlines
- World-class and demonstrable negotiation skills
- Passionate about creating long term partnerships
- Strong interpersonal skills with the confidence and ability to communicate effectively and professionally at all levels, skillful writer, and dedicated researcher
- Highly numerate with strong commercial expertise
- Ability to work remotely with a proven track record across diverse regions, cultures, and languages
- Impeccable attention to detail
- Good knowledge of boutique and independent hotel properties worldwide
- Adept at managing a focused global contracting team
- Strong knowledge of geography and international and domestic destinations
- Impeccable taste, culturally minded, finger on the pulse of trends in fitness, health and wellness, fashion, food, sport and current events
- Ultra tech-savvy, experience with Google Drive, Monday.com, and Slack preferred
- Experience in fast-paced, start-up environments preferred
- Written and spoken language skills (particularly French, Spanish, and Italian) preferred

## HOW TO LEARN MORE

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

To apply for this position, please send us your résumé and cover letter. Feel free to submit the form linked [here](#) or send us an email at [jobs@seekdharma.com](mailto:jobs@seekdharma.com).