

DHARMA

PRODUCT & PURCHASING MANAGER – GROUP TRAVEL

Based: Remote

Reporting to: CEO

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 an exciting range of group travel brands created around passion points, from wellness to sport to food and drink. 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 Product & Purchasing Manager you will become a valued member of the team at DHARMA, leaning on vast professional experience and expertise to create strong strategies and develop the scalable processes that will continue to fuel DHARMA's powerful growth. You will do this by owning sourcing and supply at DHARMA, managing the negotiation and contracting of all hotel, transportation, DMC, and activity suppliers for our best-in-class, experiential trips. Working closely with the larger Product and Operations team as well as the Marketing team, you'll manage inventory and capacities to ensure our brands meet their sales targets. You will buy required services directly, or via strategic DMC or wholesaler partnerships, ensuring costs are competitive and optimal trip pricing can be achieved. You'll leverage a strong pre-existing network of suppliers worldwide and will work to grow that network further. 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. In addition to fluent English, language skills, particularly Spanish, French, and/or Italian preferred.

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RESPONSIBILITIES

- Source, negotiate, and contract block bookings and allocations with all suppliers (hotels, transportation, activities, ground suppliers, DMCs and more) 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 maintenance of next generation supplier database software, ensuring that future-proof technology is utilized to power growth
- Along with a strong preemptive purchasing strategy, develop strategies that 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 markets 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 comprehensive margin and revenue reporting
- 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 3+ 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, possessing of the ability to set priorities and meet deadlines
- World-class and demonstrable negotiation skills
- Passionate about creating long term partnerships
- Highly numerate with strong commercial expertise and experience with budgeting, and forecasting
- Strong interpersonal skills, skillful writer, and dedicated researcher with the confidence and ability to communicate effectively and professionally at all levels
- 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
- 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.