

## Contracting Manager

<b>Location:</b>	Balham (Exodus) UK
<b>Division:</b>	EEE
<b>Sector or Brand:</b>	UK Adventure, Exodus & Headwater
<b>Function:</b>	Contracting Manager, Product & Commercial Department
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Product & Commercial Director
<b>Band:</b>	4

### Summary

Travelopia is a pioneer in the specialist travel sector, with a portfolio of more than 50 independently operated brands, most of which are leaders in their sector. Sailing adventures, safaris, sports tours, Arctic expeditions – our brands are as diverse as they are exciting, creating unforgettable experiences for customers across the world.

The UK Adventure division constitutes, amongst others both the Exodus Travels & Headwater brands, and offers a diverse range of experiences to a wide range of discerning customers in multiple markets including North America and Australasia.

The role will be responsible for:

- Developing, leading and executing purchasing strategies
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
- Crafting negotiation strategies and helping close deals with optimal terms
- Maintaining contracts

### What you will be doing

To own and manage the purchasing strategy with internal and third-party suppliers including Destination Management Companies (DMCs) for Exodus and Headwater. You will be responsible for ensuring all contracts for goods and services are benchmarked, and optimised to for competitiveness and quality. The successful candidate will perform strategic procurement activities across multiple geographical regions, working with other members of the Product & Commercial department to search for better deals and deliver more profitable agreements.

<p>Specific Tasks to Include:</p>	<ul style="list-style-type: none"> <li>• Craft negotiation strategies to deliver optimal terms</li> <li>• Perform cost and scenario analysis, and benchmarking</li> <li>• Forecast price and market trends to identify changes of balance in buyer-supplier power</li> <li>• Monitor and work with others to ensure impact of inflation and currency is managed appropriately</li> <li>• Work with key stake holders to determine timing of quotes to optimise Product to Market delivery</li> <li>• Develop, lead and execute purchasing with key (DMC) suppliers</li> <li>• Provide support, mentoring and tuition in best practice to the wider Product team for negotiation and buying with all other partners</li> <li>• Work closely with key stakeholders to optimise benefits to the organisation in the purchasing process whilst maintaining appropriate Service Levels</li> </ul>
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	<ul style="list-style-type: none"> <li>• With input from others include Service Level Agreements (SLA's) in contractual arrangements to ensure / maintain strong operational delivery</li> <li>• Identify and use low cost tradables to improve contractual terms</li> <li>• Track and report key functional metrics to reduce expenses and improve effectiveness</li> <li>• Partner with stakeholders to ensure clear requirements documentation</li> <li>• Assess, manage and mitigate risks</li> <li>• Ensure systems and processes are in place to accurately document supplier terms to enable efficient accounting processes</li> <li>• Ensure all formal contracts are in place, and work with the DMC and in house legal teams where differences of opinion lie</li> </ul>
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## Key competencies

<p>Skills / competencies:</p>	<ul style="list-style-type: none"> <li>• Strong purchasing knowledge and understanding of legal contracts, proven experience in a Senior contracting or purchasing role</li> <li>• Ability to prioritise and manage workloads on a day to day basis</li> <li>• Excellent analytical skills</li> <li>• IT literate (especially Excel, PowerPoint and Word), good attention to detail</li> </ul>
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## Working with us

Join us and in return you'll be rewarded with:

- Competitive salary
- Various employee discounts and offers
- Childcare vouchers & cycle to work scheme
- Contributory Pension scheme
- Career progression opportunities

Please note that for all benefits, details were accurate as at the date of publication. Any changes will be notified to you upon your start with the Company.

## How to apply

Please click on the link below, the application process consists of answering a few questions and uploading your CV:

<https://saas.ngahr.com/travelopia/wrl/>

OR: [recruitment@exodus.co.uk](mailto:recruitment@exodus.co.uk)