

JOB DESCRIPTION : Purchasing Manager

PRIMARY RESPONSIBILITIES

The Purchasing Manager is the primary liaison between vendors, the MotivAction internal team and their customers. This individual is responsible for recommendations and creation of incentive travel and meeting proposals with a focus on value, creativity, business-solution and customer objectives. Accurate pricing and attention to detail on all incentive travel and meeting proposals are imperative. The Purchasing Manager is also responsible to support the sales process with subject matter expertise, creative ideas and competitive pricing tactics.

KEY ACCOUNTABILITIES

Proposal Production & Delivery

- Attend PDM
- Recommend appropriate destinations, hotels, cruises, dmcs and venues to accomplish client and MotivAction mutual objectives
- Develop program or meeting itinerary, gather descriptions, negotiate costs and block space
- Write copy for the desired presentation format
- Negotiate and track concessions with travel vendors including contractual terms and conditions
- Accurately cost the program ensuring that client's budget and MotivAction's profit guidelines are met
- Manage deadlines and always ensure proposal is completed by pre-determined due date
- Assist with preparation and delivery of sales presentations as requested; attend presentations when requested
- Plan and manage pre-sales site inspections including site materials and site budgets

Product Knowledge

- Attend supplier presentations, create and maintain a good working relationship with all travel vendors
- Provide Business Development Directors with up to date industry information in areas such as: new hotels or cruise ships, new venues, value dates, etc.
- Participate in vendor supported functions such as familiarization trips, educational seminars and/or receptions in order to enhance destination knowledge and maintain a professional presence for MotivAction within the industry

Sold Program Responsibilities

- Request contracts from suppliers and ensure that all contracts are reviewed and modified to meet MotivAction standards and best interest of our clients
- Act as liaison for Statement of Work and contract legal terms
- Issue SOW for client signature
- Create cash flows/deposit schedules and advise Accounting of Initial Deposit Invoices and/or vendor deposits required to secure contracts
- Prepare file for turn over to operations by following the Sold Program Turnover procedures

QUALIFICATIONS, SKILLS, EXPERIENCE

- Ability to self-manage; prioritize, multi-task and delegate
- Effective time management – demonstrated ability to meet deadlines a must
- Customer service oriented
- Effective communication skills, strong writing skills
- Proficient in Microsoft Office Suite
- Adapt well to change, must be flexible
- Creative
- Strong negotiating skills
- Perform well under pressure
- Work well with different personalities and work styles
- Demonstrate follow-through
- Strong organizational skills. detail oriented
- Knowledge of basic accounting
- Prior meeting, incentive travel and/or event planning experience is required
- Ability to present to clients

HOW THIS POSITION IS MEASURED

- Individual performance to job description.
- Leadership abilities and qualities.
- Fiscal responsibility to company and projects.
- Service Excellence/internal customers.
- Goal attainment as set forward by manager.

REPORTS TO:

Manager, Purchasing, Meetings and Events

DATE UPDATED:

September 30, 2013