

Contracting Manager, Central & Eastern Europe

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Company: G Adventures

Location: Greece

Category: other-general

About Us

G Adventures is the world's largest small-group adventure travel company and we've been making epic travel memories happen on all seven continents for over 30 years.

Our mission is simple: to change lives through travel. And not just our travelers' either. Since day one, our tours have been built to establish meaningful relationships with local communities, directly benefiting the people and places we visit at every step of our tours.

With the demand for travel coming back strong, we are set up and excited for this next chapter in our company's story — and we'd love for you to be a part of it.

Our DNA revolves around building, nurturing, and developing a diverse culture of people and a true sense of belonging, where everyone is encouraged to bring their authentic self to work each and every day. You'll have the opportunity to grow your career, and yourself, alongside a passionate, talented, and welcoming community that works hard to spread goodness around the world.

If all that sounds like your kind of thing, well, we can't wait for you to join us.

About the Role:

Reporting to the Senior Contracting Manager (SrPCM) for the region, the Contracting Manager (known internally as Contracting Specialist, Central and Eastern Europe) is responsible for

executing their region's buying strategy, keeping a focus on costs and service quality for all brands under the G Travel Community ("GTC"). This includes conducting and supporting the research and execution of the strategy set by the region's Director of Product with the support of the Senior Contracting Manager. This role works closely with the SrCM, local Operation Managers and Tour Staff Managers to generate the most optimal content flow, budgets, vendor selection and product content recommendations. As a member of the region's destination team; the incumbent must be able to effectively partner and maintain consistent communication with all stakeholders, internally and externally, to ensure the objectives of their region are achieved.

What You'll be Doing:

Execution of the region buying strategy that meets the organization's cost objectives and service standards

Building relationships with existing vendors and sourcing new vendors as required; and using relationships to encourage new ideas and innovative solutions to challenges

Negotiating vendor contracts while maximizing cost value and ensuring G Adventures is preferred

Working with stakeholders to optimize our purchasing and utilization in the region

Communicating results (costs and cost estimates) to meet deadlines

Updating budgets accurately and in a timely manner

Building vendors and vendor contracts in our system following business rules

Develop and build awareness of competitive marketplace via local market intelligence

Providing Content Coordinator with accurate and detailed tour details as needed

Encouraging and promoting our social enterprise purpose through vendor engagement

Monitoring customer feedback and vendor SOP's to ensure contracted services are meeting expectations and safety standards

Conducting the Audits for their region

Other duties and responsibilities as assigned

Required Skills & Experience:

3+ years or more of relevant travel, product and operation experience in their region

Proven experience negotiating rates and services and managing vendor communication.

Bachelor's degree or higher in relevant discipline

Solid knowledge of western tourism markets

Experience with buying, Tour Leading and operations cycle and processes

Experience collaboratively with cross-functional groups

Advanced communication skills, both oral and written in English and a local language

Proven experience in administrative and management skills

Ability to travel as role necessitates up to 25% - 30% of the time

What do we offer you?

Competitive salary commensurate with the role

Competitive benefits package

Birthday day off

Vacation time for you to recharge

Enhanced Parental Leave

Learning and growth opportunities

Employee Resource Groups

Applicable based on location

G Adventures is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We consider all qualified applicants.

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