

## Switzerland Travel Centre

The official and largest tour operator for holidays in Switzerland.

We are a specialist inbound tour operator, ensuring simple and comprehensive access to Switzerland as a holiday destination. Our teams in Zurich, London, Stuttgart and Hong Kong offer an extensive product range to tour-operators, travel agencies and direct customers worldwide.

We are looking for a committed individual to join our Purchasing Department from 1 March 2023 or by appointment:

## Contracting Manager Groups (80-100%)

### Main Tasks:

- Purchasing crucial services including hotels, coaches, tour guides etc
- Ensuring the required group allotments at the best possible rates
- Encouraging groups to explore less demanded regions of Switzerland
- Growing our existing supplier base
- Continual improvement of processes within our groups teams and booking tools.
- Providing sales information (via Sharepoint, website, tariff lists etc)
- Producing essential reports and communicating these to groups operations and sales teams
- Working closely with FIT Contracting Managers to combine contracting tasks where possible
- Supporting our groups operations teams (ad-hoc requests, trouble shooting)

### Skills and Experience:

- Experience in contracting, particularly for groups
- Knowledge of languages: fluent in English and German, French also an advantage
- Excellent communication and strong negotiation skills
- Self-motivation with the ability to prioritise tasks and work independently
- Willingness to travel (approximately 20% of working time)

### We Offer:

- Workplace in Zurich or London
- An attractive salary with bonus scheme and 5 weeks holiday
- A dynamic and friendly team culture of highly motivated and professional colleagues
- Opportunities for professional development within the department
- Possibility to work from home

### Contact Details:

Tom Gessler, Head of Contracting [tom.gessler@stc.ch](mailto:tom.gessler@stc.ch)

- Please send a CV and covering letter, including salary expectations
- Visit us at [switzerlandtravelcentre.com](http://switzerlandtravelcentre.com) or via our social media channels:



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