



Job Description

Buyer, Global Sourcing Services Department

Revised 1/2012

Department: Global Sourcing Services

Prior Role: Internal Transfer or Outside Hire

Location: Remote or Caledonia, WI (HQ)

Job Travel: <15%

Reports To: Manager, Global Sourcing Services

Compensation: Salary

Minimum Experience: 3+ Years in Meetings Industry as Buyer/ Procurement, Hotel Sales, Planner

Education: College Degree or Equivalent Experience

Core Skills Requirement:

- Minimum 3 years in Meetings Industry / Corporate and or Association Meetings
- Procurement driven skills
- Strong written and verbal communications
- Proficient in Word, Excel, Email, Web Applications (Cvent, StarCite, Salesforce and more)
- Skilled at managing multiple projects / tasks and to work with multiple clients
- Customer Service focused, positive attitude
- Unparallel integrity and ethics

- Ability to work remote and to report to remote Manager
- Ability to learn policy and procedure (SOP's)
- Skilled in hotel contract terms
- Comfortable in verbal negotiations

Core Job Responsibilities:

- Strong domestic / International destination knowledge
- Strong knowledge of hotel chains, brands and operating structure
- Consult directly with client (external and internal) on meeting RFP requirements
- Create RFP in web application (Cvent)
- Research and select appropriate hotels / venues for RFP distribution
- Work with hotels / venues to clarify responses
- Prepare client response compare grid
- Consult with client on hotel decision process
- Strong ability to negotiate final deal and contract with hotel. Must have strong understanding of contract terms / client addendum and ability to negotiate them to client benefit
- Track and report cost savings
- Track process data points in web application

Core Job Responsibilities Continued:

- Actively participate in remote based team
- Close RFP within audit requirements
- Partner with internal meeting planners
- Actively participate in hotel presentations

- Travel as directed by Manager (limited)
- Work remote / self driven
- Typical hours 8 AM – 5 PM CST but must be flexible with time to get work completed
- Professionally participate in industry events, travel and potential speaking / training
- Actively participate in team conference calls

Unique Skills:

- Ability to manage multiple parties involved in RFP process: clients, hotel global sales, hotel sales, planning
- Conflict / problem solving
- Ability to consult and drive business where it is best needed
- Must be comfortable in driving cost savings

- Must be comfortable in negotiating terms and driving best deal for client