

# PURCHASE OFFICER

**Posted By:** MULTICULTURE TRAVEL WORLD LTD

**Location:** Calgary

**Salary:** \$38.50 Per Hour

**JOB ID :** RJ5760324

**Posting Date :** 29-Jan-2026

**Expiry date :** 28-Jul-2026

**Education :** College Education or Equivalent Experience

**Language :** English

**Vacancies :** 1

**Years of Experience :** 3 years

**Job Type :** Full Time

## Job Description

### Job Summary

We are seeking a detail-oriented and commercially minded **Purchase Officer** to join our wholesale and retail travel agency. The successful candidate will be responsible for sourcing, negotiating, and managing travel-related products and services, including Airline contract management and executions, hotel accommodations, transportation, tour packages, and ancillary services. This role plays a key part in ensuring competitive pricing, strong supplier relationships, and high-quality offerings for our retail and corporate clients.

### Key Responsibilities

- Source and purchase travel products such as Airfare bookings, hotels, resorts, ground transportation, tours, and travel services from domestic and international suppliers
- Negotiate rates, contracts, allotments, and payment terms with hotels, airlines, and other travel service providers
- Maintain and update supplier contracts, pricing, and availability in internal systems
- Monitor market trends, seasonal demand, and competitor pricing to ensure competitive offerings
- Coordinate with sales, operations, and product teams to align purchasing with business needs
- Ensure compliance with company policies, budgets, and contractual obligations
- Resolve supplier issues related to pricing discrepancies, service quality, or contract terms
- Prepare purchasing reports, cost analyses, and supplier performance evaluations

## **Qualifications & Requirements**

- College diploma or bachelor's degree in Business, Hospitality, Tourism, or a related field is preferred.
- 3-5 years of experience in purchasing, procurement, or contracting in travel industry is required.
- Strong negotiation and communication skills.
- Good understanding of wholesale travel operations with airlines, hotels and supplier contracting.
- Proficiency in MS Office and travel management or reservation systems such as Galileo, Amadeus or Sabre.
- Strong analytical skills with attention to detail.
- Ability to manage multiple suppliers and deadlines in a fast-paced environment.

## **Preferred Skills**

- Experience working with Airlines and international travel services suppliers.
- Knowledge of hotel contracting, allotments, and rate structures.
- Familiarity with GDS or travel booking platforms.
- Ability to analyze costs and improve margins.

## **What We Offer**

- **Hourly wage of \$38.50**
- Full-time, stable employment
- **Extended health benefits**
- Opportunities for professional growth in the travel industry
- Collaborative and dynamic work environment
- Travel-related benefits and incentives (where applicable)

## **How to Apply**

Interested candidates are encouraged to submit their resume and a brief cover letter outlining their relevant experience to [recruitment.yyc@gmail.com](mailto:recruitment.yyc@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [recruitment.yyc@gmail.com](mailto:recruitment.yyc@gmail.com)**

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