

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 Ezperience

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 managemnet 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

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

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