



CITY WONDERS LIMITED



#JOB-2356382



CITY WONDERS LTD., 6-9 Trinity Street,

Dublin 2, D02 EY47



No of positions : 1



Paid Position



40 hours per week



48000.00 Euro Annually



20/09/2024



18/10/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : aditi.mahla@citywonders.com



Open your camera app & point here to view this ad online



Purchasing Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Recruit, coach, motivate and manage a team of high performing buyers tasked with acquiring highly sought after & elusive venue tickets, in intense, fast paced & short buying windows

Working with Head of Tour Logistics, Revenue Manager & Destination Managers to collaborate on ticket need forecasting and buyer target setting

Lead the Purchasing team in ensuring that purchasing targets are met within budget and forecast, and ensure that controls are in place to minimise errors and maximise ticket acquisition

Management of staff schedules & leave requests ensuring business needs are covered and staff are rested and productive

Point of contact for any escalation issues that arise

Coaching & development of team members

In collaboration with Head of Tour Logistics, enhance departmental procedures and drive continuous process improvements to maximise the efficiency of inhouse & outsourced remote teams and their deliverables

Optimise buying strategies making monthly, weekly and sometimes daily changes to innovate with the ever-changing procedures & competitive buying conditions.

Oversee and support the team during key venue buying events

Work with IT team to develop systems and automate purchasing processes where possible/within regulations

Work closely with revenue-generating departments (B2C, B2B Sales, and Product) to understand our business requirements

Working with your team to monitor purchased tickets to meet or exceed ticket utilization goals and limit ticket wastage for each venue, in collaboration with Product Managers & B2B Sales leadership.

Manage ticket inventory and tracking processes

Ensure all administrative requirements are completed with impeccable attention to detail

Support Head of Tour Logistics in working with IT teams to develop enhanced systems to reduce & optimize manual labour requirements

Ensure staff are trained and available to support our ground operations team/guides in troubleshooting any unforeseeable ticketing issues/questions that arise on location.

Capture learnings of issues that arise to reduce/eliminate repeated issues

Implement and manage a quality assurance process to reduce/eliminate ticketing mistakes

Implement and monitor QA procedures to catch and correct any ticket related issues 24 hours prior to tour departures.

- **Sector:** activities of extraterritorial organisations and bodies

Career Level

- Managerial