



## Senior Purchaser Travel Services (Hotel and Mobility service) (80-100%)

Zürich/Kloten (Schweiz)

SWISS as part of the Lufthansa Group (LHG) has bundled the purchasing of goods and services with comparable structures and similar market environments in categories, which form clusters. These clusters are managed group-wide by a decentral organization. Cluster “Flight Operations & Travel”, is responsible for all procurement activities in the field of accommodation for duty traveller, crew and MICE, mobility services (bus, train, crew transport), training and uniforms.

In order to strengthen the team of the Procurement Manager we are looking for a Senior Purchaser Travel Services (m/w/d) who will be responsible for the strategic purchasing activities within his/her assigned commodities on LHG Matrix level as well as for the demand management and local supplier management for SWISS. You will report to the Head of Category Management Travel (located in Frankfurt) and to the Head of Supply Management SWISS (located in Zürich).

### Your Duties

- Responsible for the category strategy, implementation and development for the assigned commodities on LHG level
- Lead / support strategic procurement projects across the commercial division
- Act as key supplier manager within the assigned commodities on LHG level
- Build up and secure a professional supplier relationship management
- Manage supplier performance and lead or participate in LHG supplier review meetings
- Responsible for the source-to-contract process and maximizing existing contracts
- Manage all commercial and sourcing aspects of assigned commodities incl. market research, tendering, negotiations
- Ensure data accuracy of contract parameters in relevant SWISS and LHG procurement tools as well as ERP system and contract compliance
- Implement and ensure operational hand-over of new contracts
- Coordinate purchasing activities with the requestor and all involved stakeholders
- Ensure corporate governance and a compliant approval flow within SWISS and LHG approval

bodies

- Ensure market know-how and knowledge about the supplier landscape within respective commodities
- Analyse supplier market and evaluate market opportunities or alternate sources
- Analyse, track and report spend by supplier / category
- Liaise with legal department for setting contractual obligation and/or legal disputes

#### Your profile

- University/FH degree in business administration, social science with business studies or equivalent (e.g. eidg. diplomierter Einkäufer)
- At least 5 years' working experience in procurement/sales
- Working experience in aviation, hotel industry and/or large international organizations as well as with Unions and/ or working councils
- Proven negotiation, communication and intercultural skills
- Willingness to extensive travel worldwide (up to 40%) and work on international LHG projects
- Procurement/supply chain/project management degree/diploma as an advantage
- Strong supplier management skills
- Good contractual understanding and sound financial knowledge
- Very good MS office skills (Excel, Word, PowerPoint)
- Highly self-motivated person with sound achievement attitude and persistence
- Structured and analytical person with high conceptual skills and a strong strategic focus
- Established interpersonal skills and flexible team player
- Fluency in English and German with strong written and verbal communication and presentation skills

#### **Details:**

Type of contract: Cadre

Employment level: 80-100%

Department: Procurement Travel & Flight Operations

Work place: Zurich, Kloten Starting

date: As soon as possible

Application deadline: 17. Juni 2019

#### **Contact:**

Category Management Travel: Mr Ralf Diederichs

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Human Resources: Ms Kerstin Braun

Recruiting Support: Tel.: +41 44 564 44 22

#### About Swiss International Air Lines AG

It's the little differences that make working at SWISS so appealing. The fact, for example, that we treat every detail with care, see quality in terms of hospitality and view nationality through an international lens. In a similar way, we see variety as richness, a job as an experience and SWISS as a world of inspiration. You, too, will be stimulated in our special working environment

– one in which, wherever you are, you'll always feel: Truly SWISS .... where people matter.

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