Application details:

Operations and Purchasing Manager
PEAK DMC Japan

Create. Innovate. Deliver.
Sustainable, experience-rich travel

PEAK Destination Management Company is the world's largest adventure travel company operating amazing journeys for Intrepid Travel, Peregrine Adventures, Gecko's, and many more. PEAK DMC will open its newest company, with headquarters in Kyoto, Japan, in early 2017.

Part of the Intrepid Group, PEAK is a global leader in sustainable experience-rich travel. We specialize in small group adventure tours and annually carry over 250,000 visitors to more than 100 countries. The company is privately owned with headquarters in Australia and offices around the world.

POSITION PURPOSE:
The Operations and Purchasing Manager reports to the General Manager Japan and is responsible for the successful and profitable running of all PEAK DMC Japan trips and travel products. They are the main point of contact between group leaders, guides and the PEAK office in Japan with the Intrepid Group and other brands. The position will help source and build strong relationships with suppliers as well as negotiate contracts.

We would like the successful applicant to start as soon as possible, and it is expected that the new role will be commenced with the commitment to remain in the position for a minimum of 24 months.

To apply for this position, please email jo.crisp@peakdmc.com answering the questions below with your CV by **February 20th 2017**.

NOTE: Certified Travel Supervisor (総合旅行業務取扱管理者) qualification is essential for the role.

APPLICATION QUESTIONS:

1.	**Tell us briefly of your previous work experience to demonstrate your capabilities in each of these areas.**
a.	Broad personal and/or professional travel experience
b.	Outstanding organisation skills; including an ability to plan effectively and handle a multitude of tasks at one-time.
c.	Proven ability to lead, manage, train and develop a group of employees to achieve a high-level of performance.
d.	Ability to manage crises and take responsibility for the safety and health of others.
e.	Deep understanding of the qualities that make a great Group Leader.
f.	Excellent English and Japanese communication (written and verbal) skills.
g.	Contract negotiation and relationship building skills.

h.	Understanding of the Intrepid Group's products, systems, processes and culture.
2.	**Tell us briefly:**
a.	What are the most important things you value or want to gain from your job?
b.	Why does this job attract you?
c.	Based on your understanding of the position, what do you expect will be the key challenges you will face?
3.	If you were successful when would you be ready to start?
4.	Are you a Certified Travel Supervisor (総合旅行業務取扱管理者)?
5.	Intrepid Group are able to offer many great benefits such as discounted travel and a relaxed work environment. It should also be noted that salary would be dependent on experience and capability so please let us know your salary expectations.
6.	Add anything else you want to tell us to support your application.

THE NEXT STEP - We will short-list and interview the top candidates.

Please note that due to the number of applications received; only those candidates short-listed will be contacted. Applications will be assessed as they are received so don't hesitate apply today!

There's more to work than the job you're doing