

**APPLICATION FORM**

**POSITION:** Assistant Purchasing & Reservations Manager  
**DEPARTMENT:** Reservations  
**REPORTING TO:** Purchasing & Reservations Manager, Central America  
**DIRECT REPORTS:** Reservations Staff in Mexico  
**LOCATION:** Mexico City, Mexico

PEAK Destination Management Company (DMC) is the world's largest adventure travel company operating amazing journeys for Intrepid Travel, Peregrine Adventures, Geckos, and many more.

PEAK DMC will commence operations in Central America from 1st January 2018, operating across 8 countries. In preparation for our launch, we are now recruiting for a talented, motivated and commercially astute Assistant Purchasing & Reservations Manager to join the team at our Mexico office to be opened in Mexico City.

The Assistant Purchasing & Reservations Manager will lead the sourcing, contracting and booking of suppliers across Mexico, ensuring the best possible value and service for our Brands; as well as assisting to build a competent and passionate reservations team in Mexico.

To apply, view the job description; then and fill in this application form and send via email along with your CV to [bradley.johndavis@peakdmc.com](mailto:bradley.johndavis@peakdmc.com).

Applications will be assessed as they are received so don't delay, **apply now!**

1. Please provide a **brief** explanation of your experience and capabilities in each of these areas.
  - Experience of inbound tourism in Mexico.
  - Experience of inbound tourism in other parts of Central America.
  - Purchasing and contracting experience.
  - Experience of leading a reservations team.
  - Systems experience.
  - Commercial and pricing experience.
2. From what you know about PEAK DMC and the Intrepid Group, what would you say is the single most important characteristic we are looking for in the Assistant Purchasing & Reservations Manager?
3. What attracts you most about the role of Assistant Purchasing & Reservations Manager?
4. If successful, when would you be available to start?
5. If successful, what would be your salary expectations?
6. Do you have current right to live and work in Mexico?