

## **The Learning Adventure – Job Description Educational Tours Procurement Manager**

The Learning Adventure is a leading educational tour provider for students and currently operates trips across Asia and Europe. The company focuses on showing the real side of these countries by providing educational excursions for students. Our itineraries offer genuine learning outcomes and broaden cultural understanding. The company has offices in London, Ho Chi Minh City and Boston.

Our mission statement: Expanding minds through transformative travel experiences.

### **Core Values:**

- Unite global citizens through meaningful adventures
- Show a real side of life, through deeply researched, safe trips, inclusive of all
- Support local communities through sustainable and ethical travel, every step of the way
- Create a dynamic, diverse and solution orientated work culture on trips and in our offices, which encourages trust and growth
- By passionate travellers, for passionate travellers

### **The Role:**

As a **Procurement Manager** with The Learning Adventure, you will have a vital role in planning and securing suppliers for our educational tours. Our tour portfolio spans across Asia, so one day you might be booking a train in Japan and the next be talking to our local supplier in India. Working out of our Ho Chi Minh City office (or potentially remotely in Asia for the right candidate) and reporting to the Head of Operations (Asia), you will be part of a growing international team whose passion is developing exceptional educational experiences.

### **Responsibilities:**

- Finding and researching new suppliers (including hotels, transport, restaurants & activities) across Asia to use for our educational tours
- Making sure that all safety checks and supplier audits are up to date with suppliers
- Negotiating and contracting suppliers
- Creating customized quotes and budgets for schools
- Managing a team of Regional Specialists across Asia to carry out all of the above

**Competencies:**

This is a fantastic opportunity to work in a rapidly expanding educational travel team, with internationally minded colleagues who are passionate about the tours that we run!

We are looking for a new member who:

- Has experience in the travel industry (specifically product sourcing / procurement)
- Has procurement experience across Asia
- Has the ability to manage a remote team
- Has excellent spoken and written English language skills
- Has procurement experience across Asia
- Is able to independently represent the company
- Is a team player
- Has high attention to detail
- Has a willingness to learn
- Is organised and able to balance a reactive workload together with ongoing projects
- Demonstrates initiative and creativity – for finding solutions and for developing original ideas
- Has strong writing skills
- Has a confident, clear and approachable telephone manner
- Is proficient with Microsoft Word, Excel and Powerpoint

**Good to have:**

- Asian language skills
- Destination knowledge of Asian countries
- Experience in educational tours

Please send your CV and a cover letter to Scott Heptonstall  
[scott.heptonstall@thelearningadventure.com](mailto:scott.heptonstall@thelearningadventure.com). We look forward to receiving your application!

*The Learning Adventure and The Dragon Trip are equal opportunity employers and welcome and celebrate diversity and uniqueness in all forms.*