



TITLE OF POSITION: Procurement Manager
REPORTS TO: Head of Event Delivery
OFFICE LOCATION: Sydney, Australia

ROLE OVERVIEW

The Procurement Manager will oversee the procurement operations for Sports Travel & Hospitality Australia, ensuring the successful delivery of goods and services across large-scale sporting events. This role involves developing procurement strategies that align with the organisation's strategic objectives, optimising supplier relationships, and managing inventory to minimise risk and enhance profitability. The Procurement Manager will collaborate closely with internal teams and external partners, maintaining high standards of cost efficiency, compliance, and sustainability.

MAIN ACCOUNTABILITIES

- **Procurement Strategy:** Lead the development and implementation of the project procurement strategy with particular focus on travel inclusions (accommodation, travel services, experiences (tours, excursions, unique experiences)) and hospitality inclusions (high end catering, fit out, AV, production, and entertainment) ensuring all purchasing activities align with business objectives and deliver cost-effective results.
- **Supplier Management:** Oversee the end-to-end procurement cycle, managing supplier relationships and negotiating contracts to secure high-quality, cost-effective products and services.
- **Inventory Management:** Manage inventory levels and exposure risks, coordinating with internal teams to ensure availability while reducing unsold stock and maximising profitability.
- **Risk and Compliance Oversight:** Conduct regular assessments to identify and mitigate procurement risks, implementing controls to ensure compliance with company policies and industry standards.
- **Merchandise:** Manage procurement of guest merchandise, ensuring quality and timely delivery to enhance the event experience, while coordinating with suppliers to meet brand and customer expectations.
- **Sustainability and Compliance:** Implement sustainable procurement practices in line with event goals, ensuring compliance with organisational policies and regulatory standards to promote ethical sourcing.
- **Stakeholder Engagement:** Cultivate strong relationships with key stakeholders ensuring alignment in procurement objectives and strategic partnerships.
- **Performance Improvement:** Implement a structured feedback process to assess supplier performance and address issues proactively, driving ongoing improvements in service quality and operational efficiency to meet strategic goals.
- **Budget Management:** Collaborate with the Head of Event Delivery on budget planning and financial oversight, ensuring procurement activities align with financial targets and cost-efficiency goals.
- **Product Implementation Support:** Work closely with product teams to ensure all service contracts and packages align with project and customer experience objectives, maximising profitability and customer satisfaction.

KEY SKILLS AND EXPERIENCE

SPORTS TRAVEL AND HOSPITALITY LIMITED

Avalon House, 72 Lower Mortlake Road, Richmond TW9 2JY

www.sportstravelhospitality.com



- **Procurement Expertise:** Experience in developing and executing procurement strategies, with a background in managing supplier relationships, contract negotiation, and cost optimisation.
- **Inventory and Risk Management:** Demonstrated experience in managing inventory levels, identifying exposure risks, and implementing risk mitigation strategies to minimise financial losses.
- **Financial Acumen:** Experience in managing budgets and financial forecasting to ensure cost-effective procurement and maximise return on investment.

DESIREABLE COMPETNCIES

- **Excellent Communication Skills:** Strong verbal and written communication abilities, with proven expertise in negotiating contracts and building productive relationships.
- **Customer-Focused Mindset:** A commitment to delivering high-quality service to stakeholders and customers, ensuring procurement practices align with customer expectations.
- **Analytical and Problem-Solving Skills:** Ability to analyse data, identify procurement trends, and implement improvements to drive efficiency and cost savings.

WHO WE ARE

[STH Group](#) is a [Sodexo Live!](#) company, with offices in London, Auckland and Melbourne, enabling a truly global reach and service offering.

Our Company partners with event owners to make the biggest sporting events in the world - even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime

At STH, you **belong to something greater**; our experiences are unique and so are our people. Bring personality, your background, and your desire for delighting others; in return we'll give you all you need to thrive. Through joining STH, you will be part of an inclusive and driven culture, that focuses on collective success and empowerment; we thrive of making the memorable, unforgettable for thousands of global sporting fans. We champion the ethos of the sports teams we represent and ensure our culture is one that is opportunity driven, both for the customers we serve – and the people who make them possible!

WHAT WE STAND FOR

STH Group identify the below values as fundamental commitments for every member of our team. Like the athletes we admire and connect with fans, we use these as our guiding compass in everything that we do, which supports a “one-team” mentality, culture-code and aligned directive.

- **Service Spirit:** We are customer obsessed, encouraging our teams to anticipate expectations and take pride in all services they deliver.
- **Spirit of Progress:** We strive to be trailblazers; we seek continuous improvement and innovation in everything that we do.
- **Team Spirit:** We thrive on winning together, delivering exceptional outcomes for our customers, employees, partners, and the communities in which we operate.

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