

POSITION TITLE: Purchase Manager

REPORTS TO: Finance Head

POSITION SUMMARY:

Assist in day to day purchase operations and he / she is primarily responsible for computing, recording, collecting, analyzing and verifying data for use in maintaining records of the purchase operations of the Company. The ideal candidate will be responsible for identifying and fostering a relationship with our suppliers and vendors. You will also oversee the implementation of the supply.

Responsibilities

- Procure materials at negotiated rate
- Develop a supply and production plan to ensure timely delivery to our outlets and franchisees
- Create and monitor the performance of the purchasing strategy
- Oversee and support our outlet staff's purchasing.
- Receipt and recording of all supply orders.
- Generate daily report of all supply orders in the prescribed formats and communicate to all concerned with updated status.
- Booking of Sales Order in the system as per supply order / indent.
- Maintain proper physical record and filing of all documents
- Inventory Management
- Ensure proper stock keeping in the outlets.
- Maintain stock ageing and generate stock ageing report.

PREREQUISITES:

Strong organizational skills with attention to detail. Ability to compile facts and figures. Command of the English language both written and verbal. Past Purchasing experience mandatory.

EDUCATION:

Graduate or Master of commerce or BS in Accounting preferred

EXPERIENCE:

1-2 years work experience with previous purchasing experience in Hotel or Hospitality.