



Location **Vanuatu**

JobCode **201201-1933**

## Purchasing Manager

### Property Information

This Island resort is Set across 69 acres of lush tropical gardens. With over 130 guest rooms with two distinct styles of accommodation. You have the choice of indulging in one of our tropical Island Fares (bungalows) or enjoying a superbly equipped, family friendly apartment with spa tub on your own private balcony. For quality dining experiences sample one of their restaurants Capturing the essence of Vanuatu.

### Brief Job Description

- Understand and respond to the needs of other departments by providing them with the necessary assistance and information regarding purchase orders, sourcing of items, requests and providing, if necessary, with alternative solutions.
- Interview vendors, evaluate products, equipment and services whilst assisting the management in achieving the hotel's profitability objectives
- Ensure effective stock control system for all store areas overseeing end of month reports and stock levels held.
- Administrate accurate files with updated contracts and supplier listings on a monthly basis.
- Continuously liaise with the Executive Chef, Specialty Chefs and Food & Beverage departments on food and beverage quality control.
- Conduct research, analyze data, and develop and recommend the allocation of resources according to internal standards and policies.
- Regularly review high cost items, continually re-source products.
- Continuously improve cost effectiveness by researching new products and reporting detailed results to the management.
- Pro-actively explore new solutions and products enhancing the company's standards.
- Develop and continuously improve product knowledge liaising with suppliers for their support.
- Motivate, manage and review direct supervisee performance in accordance established standards

### What is expected from a suitable candidate

- Previous experience of working successfully in a Purchasing capacity
- Experience of building and maintaining excellent relationships with suppliers
- Experience of increasing profitability through successful implementation of a strategic approach to purchasing
- Excellent communicator and strong supervisory skills



**Remuneration package and job related information**

Preferred Starting Date: **ASAP**

**Interested Professionals please send your:**

**Complete Resume or Curriculum Vitae**  
**Profile Image**

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