

PURCHASE MANAGER

In Iberostar we give the best to our guests, that is why the purchase department is key to ensure the quality and standards of our company. As the Purchase Manager of our new Hotel Iberostar Grand Fontana Di Trevi 5* you will be responsible of keeping the hotel with the necessary supplies and keep accurate control of budgets and costs.

What will be your main duties?

- *To implement sound purchasing policies, systems and procedures in accordance with Company standards.*
- *To monitor vendors for quality, service and price through standard purchasing specifications.*
- *To obtain competitive quotations for hotel requirements and ensure that the best product is sourced and purchased.*
- *To call for quotations for any items costing more than a certain amount (As per company policy) and inquire into prices from various suppliers.*
- *To ensure that all orders receiving dates are updated by the buyers according to the suppliers promised delivery dates.*
- *To ensure that all authorised or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.*
- *To ensure that the suppliers follow the rules relating to the hygiene of goods delivered.*
- *To keep all records in a way that they can be checked at any time for information or audit purposes.*
- *To maintain all documents, files and listings up-to-date and performs his duties in the most efficient manner.*

What do you need to succeed?

- *At least 3 years of experience as Purchase Manager in 5* hotels.*
- *Strong negotiating and closing skills required.*
- *Graduate or diploma in business studies or MBA or purchasing and supply.*
- *Communications skills.*
- *English knowledge is a plus.*
- *Computer skills.*

“What you do today, determines who you will be tomorrow.” John Spence