



<b>POSITION</b>	Procurement Manager	<b>DEPARTMENT</b>	PROCUREMENT
<b>REPORTS TO</b>	Operations & Administration Manager	<b>SALARY SCALE</b>	AU\$46k (Starting)

**OVERVIEW**

To ensure that guests/customers are satisfied with their dining experience as the first impression will create a lasting impression building customer loyalty. Maintaining the standard of the business and to ensure that it is profitable.

**KEY RESPONSIBILITIES**

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors.
- Regular negotiation with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Supervising the purchasing team and delegating tasks across departments when necessary.
- Organizing and confirming delivery of goods and services.
- Performing risk assessments on existing and potential supply arrangements/agreements.
- Promote and maintain a culture of long-term saving on procurement costs.
- Overseeing and managing the Procurement systems that track shipments, inventory, and the supply of goods.
- Regular review of inventory reports and collaborate with sales and accounts to minimize overstock.
- Conduct pre-shipping meetings for update of relevant departments with status of shipments and related operations.
- Preparing procurement reports.
- Any other duties assigned by Senior Management;

**GENERAL RESPONSIBILITIES**

- Ensure that cyclical requirements for retail, wholesale and hardware; as well as internal and project use are supplied and delivered in a timely manner;
- Ensure that Senior Management are updated/informed on procurement cut-offs, delivery, and shipping schedules.
- Maintain and improve flow of paperwork between Procurement and other relevant departments for the efficient discharge of stock from containers for sale.
- Researching suppliers.
- Comparing and evaluating supplier offers.
- Negotiating contract terms and pricing.
- Tracking orders and ensure smooth delivery.
- Assessing and monitoring the quality of products.
- Entering data into order portals and customer relationship management systems.
- Monitoring stock levels.
- Placing orders as needed.
- Coordinating with warehouse staff to ensure storage requirements are met.
- Working within set budgets.
- Coordinating logistics.

**PREFERRED SKILLS AND ATTITUDE**

- Understanding of budgeting
- Solid grasp of interpersonal communications skills
- Superb written and verbal communication and negotiation skills.



- Great organizational and planning skills.
- The ability to identify market trends and make decisions in a high-stress environment.
- The ability to follow client specifications.
- Excellent networking and time management skills.

**QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree or 15 years experience in procurement and logistics for retail and/or wholesale.
- Previous experience in a similar position.
- Proficiency in the relevant management software programs.
- 5 years' experience in management positions;

**ADDITIONAL NOTES**

Employee is encouraged to be proactive in his/her role to welcome opportunities and challenges that will enable further personal and professional development. In doing so, it will add value towards his/her individual interaction and contribution with the team and overall the company.

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