

## Hotel Procurement Officer (Meru County)

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Company: La Beila Hotel Ltd

Location: Embu

Category: office-and-administrative-support

La Beila Hotel Meru is an intimate establishment that encapsulates luxury, elegance and tranquility. Our amenities include an exceptional dining restaurant, a classic bar, tastefully finished rooms and fast Wi-Fi. These are complemented by exquisitely rich décor with antique furniture and art. La Beila Hotel Meru provides a friendly atmosphere coupled with impeccable service and complemented by friendly and professional staff.

### The Role

#### **Primary Duties and Responsibilities include:** (Not limited to)

- Compile and review all purchase indents.
- Generate LPOs for approval.
- Consistently track and communicate the status of requisitions, contracts, orders and delivery of supplies.
- Monitors stock movements and maintains adequate stock levels as per business needs.
- Ascertains supplies quantities, qualities and specifications upon ordering and purchase.
- Assists in financial controls by providing necessary cost estimates and adhering to set budgets.
- Updates the computerized stock controls management system.
- Constantly updates the vendor/ supplier database and conducts market pricing surveys.
- Maintains communication with suppliers and responds to their inquiries as per Company policy.

- Arranges for and manages all product samples.
- Maintains accurate and orderly records related to purchases.
- Prepares and submits timely purchase reports to the management and delivery discrepancy reports to the accounts department.
- Facilitates the tendering process as per Company Procedures.
- Conduct monthly stock takes.
- Any other duties as may be assigned by Management.

### **Ideal Profile**

A relevant Diploma or Degree in a purchasing/ procurement, supply chain management, or business administration from a recognized Institution.

You have at least 2 year experience ideally as a Buying / Procurement within Hospitality.

You possess excellent negotiating skills with a strong ability to influence people of all levels.

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You possess strong analytical skills and are comfortable dealing with numerical data

### **What's on Offer?**

Opportunity within a company with a solid track record of performance

A role that offers a breadth of learning opportunities

Work alongside & learn from best in class talent

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