

## Hotel Procurement Officer (Meru County)

[Apply Now](#)

Company: SnaPhunt

Location: Embu

Category: office-and-administrative-support

### The 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

### The Job

#### 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.

Ascertain 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.

### **The 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

### **The Employer**

Our client is an intimate establishment that encapsulates luxury, elegance and tranquility.

Our client amenities include an exceptional dining restaurant, a classic bar, tastefully finished rooms and fast Wi-Fi.

[Apply Now](#)

**Cross References and Citations:**

1. [Hotel Procurement Officer \(Meru County\) HairjobsJobs Embu Hairjobs ↗](#)
2. [Hotel Procurement Officer \(Meru County\) InstallationjobsJobs Embu Installationjobs ↗](#)
3. [Hotel Procurement Officer \(Meru County\) Findsalesjobs Jobs Embu Findsalesjobs ↗](#)
4. [Hotel Procurement Officer \(Meru County\) MathematicsjobsJobs Embu Mathematicsjobs ↗](#)
5. [Hotel Procurement Officer \(Meru County\) Minneapolisjobs Jobs Embu Minneapolisjobs ↗](#)
6. [Hotel Procurement Officer \(Meru County\) Veterinaryjobs Jobs Embu Veterinaryjobs ↗](#)
7. [Hotel Procurement Officer \(Meru County\) Madridjobs Jobs Embu Madridjobs ↗](#)
8. [Hotel Procurement Officer \(Meru County\) Swedenjobs Jobs Embu Swedenjobs ↗](#)
9. [Hotel Procurement Officer \(Meru County\) Madridjobs Jobs Embu Madridjobs ↗](#)
10. [Hotel Procurement Officer \(Meru County\) Lawyerjobs Jobs Embu Lawyerjobs ↗](#)
11. [Hotel Procurement Officer \(Meru County\) Smartjobsearch Jobs Embu Smartjobsearch ↗](#)
12. [Hotel Procurement Officer \(Meru County\) JobsinaustraliaJobs Embu Jobsinaustralia ↗](#)
13. [Hotel Procurement Officer \(Meru County\) Raleighjobs Jobs Embu Raleighjobs ↗](#)
14. [Hotel Procurement Officer \(Meru County\) Ai-mi-jobs Jobs Embu Ai-mi-jobs ↗](#)
15. [Hotel Procurement Officer \(Meru County\) TransportationjobsJobs Embu Transportationjobs ↗](#)
16. [Hotel Procurement Officer \(Meru County\) Techcompanyjobfinder Jobs Embu Techcompanyjobfinder ↗](#)
17. [Hotel Procurement Officer \(Meru County\) Orthopedicjobs Jobs Embu Orthopedicjobs ↗](#)

18. **Hotel Procurement Officer (Meru County)Singaporejobs Jobs Embu Singaporejobs**



19. **Hotel procurement officer (meru county) Jobs Embu ↗**

20. **AMP Version of Hotel procurement officer (meru county) ↗**

21. **Hotel procurement officer (meru county) Embu Jobs ↗**

22. **Hotel procurement officer (meru county) Jobs Embu ↗**

23. **Hotel procurement officer (meru county) Job Search ↗**

24. **Hotel procurement officer (meru county) Search ↗**

25. **Hotel procurement officer (meru county) Find Jobs ↗**

Source:<https://ke.expertini.com/jobs/job/hotel-procurement-officer-meru-county--embu-snaphunt-38e295ca4/>

Generated on: 2024-05-03 by [Expertini.Com](https://ke.expertini.com)