

Purchasing Manager – Nanyuki at Fairmont Hotels & Resorts

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

The Fairmont Norfolk is a historic hotel in Nairobi, Kenya and is owned by the luxury hotel chain, Fairmont Hotels and Resorts. The hotel has rooms, 4 restaurants, and consists of 5 main blocks, each ranging from 1 to 2 stories high. The hotel has a signature Tudor style of architecture that has been maintained since its original construction.

Responsibilities

Enforce procurement policies to normalize the purchasing process, ensure procedures of getting suppliers are in line with the company regulations

Ensure effective and consistent engagement of suppliers, ensure services assessment and pre-selection effectiveness as well as tendering and vendor price agreement negotiations, ensure comparisons and assessments for best value for money are conducted

Ensure regular market surveys to keep up to date of all trends and changes on prices, products, availability. Keep the management constantly informed about market changes that affect the purchasing process

Stores Management, ensure efficient management of the stores where optimum levels and best-practices are followed. Manage inventory variances through the purchasing system.

Work closely with user departments to ensure they have sufficient supplies, and are well stocked for all seasons

Ensure the purchase of the best quality of goods available (according to the management) at

the best price possible without compromising on quality, ensure negotiation of best prices with suppliers.

Work closely with the Executive Chef and Food and Beverage Manager to advise on purchase quantities and qualities based on business and operations levels

Works closely with the store keeper and ensure the stores space of delivered goods and dispositions of goods is well managed, clean and well arranged.

Ensure timely requisitions of all supplies keeping in mind business and operational levels

Work closely with the Finance section to ensure timely payment facilitation to suppliers.

Ensure suppliers adhere to timely delivery of all goods and supplies so as to ensure smooth business operations

Review, analyze and approve all purchases to ensure justification exists and policy is followed

Assist in the selection of appropriate suppliers and contractors, fostering strong working relationship with key suppliers

Provide the Controller with a monthly summary of outstanding purchase orders for goods and services received, but not yet invoiced, prior to month-end, as detailed in the Policy & Procedure Manual.

Coordinate purchases related to capital projects with the corporate purchasing department as well as outside contractors to ensure hotel standard is maintained

Conduct frequent quality control audits to ensure team members are properly trained and following established procedures.

Requirements

Qualifications

Degree in Purchasing and Supplies / Procurement Management – Master Degree is desirable

Diploma or professional qualification in Supply Chain Management e.g., CIPS.

Possess excellent negotiation, communication and interpersonal skills.

The job holder requires a minimum of four years relevant work experience to perform the job satisfactorily in a premium property

Able to give clear and concise information when communicating, as well as demonstrates empathy & responsiveness when addressing issues and concerns.

Has superior organization skills, not just with own work, but also by directing the work of other colleagues within the department.

Will actively seek duties and tasks during slow periods to maximize efficiency.

Must be able to work independently

Additional Information

You will enroll in the workplace pension scheme

Private medical insurance as per Hotel offering

Be part of creating the historic story of rehabilitating and releasing the rare Mountain Bongo that was heading toward extinction.

Working with a hotel rich in history and known for exemplary services while growing your career

Employee Benefits Card offering discounted rates in Accor Worldwide

Learning programs through our Academies

Opportunity to develop your talent and grow within your property and across the world!

Ability to make a difference through our Corporate Social Responsibility Activities.

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