

PURCHASING MANAGER

We are currently seeking a Purchasing Manager to join our Finance Team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vyšehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

This interesting position is offering a great opportunity for a candidate who is able to deliver the results in a Purchasing management for our two hotels, Corinthia Prague and Panorama Prague. The Purchasing Manager position is responsible for management of the Purchasing department and purchasing of all goods, materials and equipment the hotel requires.

Entry Requirements

We are looking for individuals that can operate day to day operating of Purchasing department within our two hotels. Our candidate should keep up to date with all importing procedures, purchasing dispositions and receiving procedures

Goes personally to the markets to be aware of shortages, recent price changes and seasonal situations

Other skills that will need to be demonstrated include:

- Hospitality, Travel or Tourism experience desired
- Experience in leading or managing a team in a fast-paced environment
- 5 years of direct/indirect Purchasing experience, facilities hard and soft services
- Fluent in written & spoken Czech and English
- Buys goods and material at the right price, in the required quality and volume and at the right time
- Checks regularly on inventories, avoiding excessive stocks beyond budget and loss of goods.
- Trains Team Members based on the documents containing the work regulations, fire protection regulations of the hotel
- Works close together with the store keeper and ensures store space of delivered goods and dispositions of goods
- Takes advice from the Executive Chef or other Department Heads in regard of quality and quantity

- Uses the hotel computer system as a rational organizational tool for managing and establishing orders, bookings, minimum inventories and inventories in stock (knowledge of the Materials Controls system is an advantage)
- Administers serving equipment and consumables and use the hotel computer system for efficient keeping of inventories of these items

Benefits

- 20 paid holidays per annum (plus bank/public holidays), 25 paid holidays per annum after a year with the company.
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in Prague and across the Corinthia Hotel International portfolio
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Free access to Top Deck spa in the sister hotel Panorama Prague
- Parking for a special rate

To be considered for the Purchasing Manager role please click 'apply' to be directed to our website to complete the online questionnaire.