



PROCUREMENT ANALYST

FULL TIME

Corinthia Hotels is seeking to recruit a Procurement Analyst. The incumbent in this position will handle specific assignments in our Hotel Operations as may be assigned from time to time.

Responsibilities:

- Carry out reviews on monthly reports, internal controls and system controls of the various business units with the aim to evaluate their adequacy, effectiveness and compliance to CHL's policies and procedures.
- Handle specific assignments in our Hotel Operations as may be assigned from time to time.
- Prepare reports highlighting the findings in a timely manner for eventual consolidation and reporting to the Business Unit and CHL's Management.
- Identify training requirements with regards to the Hotel's systems and co-ordinate the necessary training in-house or through the CHL's Head Office.
- Participate in internal planning meetings and regular communication meetings within the Department.
- Provide support and assistance to business units as and when necessary.
- Keep an open line of communication.
- Identify opportunities to strengthen internal controls and provide recommendations for improvements.
- Identify workflow efficiency-improvements and cost-savings opportunities.
- Follow up outstanding action points within an agreed timeframe and ensure that all issues are closed in a timely fashion.
- Assist in updating the Company's Financial Policies & Procedures as and when necessary.
- Assist in developing an action plan and implementing it together with Hotel Management.
- Assist the corporate procurement office, prepare feasibilities studies, data collation and analysis when rolling Group Corporate Agreements.
- Support the Corinthia Hotels strategy to maximize the full Adaco system potential.
- Collate and review the Hotels end of month F&B reports, and support as necessary.
- Ad hoc tasks in assisting assignments such as pre-opening / opening
- Operational Review visits
- Identify opportunities to improve the Internal Controls Assessment Program to reduce deficiencies and enhance controls monitoring.

**Requirements:**

- Have previous experience in a similar role.
- Hotel Operational experience will be considered an asset.
- Auditing experience preferred.
- Excellent verbal and written communication skills.
- Objectivity and impartiality in executing assignments.
- Strong analytical skills to identify significant problems and opportunities.
- Approaches work in a methodical, fact-based manner.
- Able to work in a complex and dynamic business and financial environment with the flexibility to work in different countries and in a multicultural environment.
- Must possess an accounting background or equivalent position or experience or is in the process of attaining a professional qualification.
- Must be a proactive individual, who is able to work both independently and as part of a team in a fast-paced environment.
- Experience and knowledge in Stock Management Systems, particularly Adaco system is required.
- Must have strong interpersonal skills to successfully communicate with the various constituents including the Business Units leadership.
- Must be flexible and willing to travel overseas.