

Buyer

FULL-TIME

Reporting directly to the Head of Purchasing, the selected individual will play a key role in supporting the hotel's procurement functions with a particular focus on technical supplies, by efficiently executing the purchasing strategy. This position requires extensive research and the ability to negotiate contracts with suppliers, manage an inventory, evaluate quality goods, and stick within a budget.

Core Duties and Responsibilities:

- Implement the purchasing strategy to secure quality materials and services at optimal costs, in line with the hotel's operational goals.
- Assist in cultivating and managing relationships with suppliers, ensuring they meet the hotel's standards for quality, cost, and reliability.
- Support the negotiation and management of contracts, ensuring they are legally compliant and reflective of the hotel's requirements.
- Assist in ensuring procurement policies and procedures comply with regulatory requirements and Company best practices.
- Proactively manage supplier relationships to address challenges promptly and identify collaboration opportunities.
- Provide support to the purchasing team, contributing to a culture of continuous improvement and accountability.
- Ensure adherence to ethical procurement practices and compliance with company policies and procedures.
- Conduct market research and report on movements in price and changes in terms being offered.
- Analyse internal purchasing processes and suggest improvements to ensure continuity of the department's performance.

The ideal candidate will:

- Have a minimum of 2 years' experience in a similar role.
- Have basic negotiation skills and an understanding of contract management.
- Have a knowledge of technical equipment used in maintenance operations.
- Understand compliance requirements in procurement.
- Have analytical and forecasting abilities.
- Is proficient in Microsoft Office Suit, with emphasis on Excel, Word, and PowerPoint.
- Have good organizational skills and the ability to manage tasks simultaneously.
- Have effective communication and interpersonal skills.

We offer:

- A welcoming and fun environment.
- Meals on duty.
- Health insurance cover.
- Interesting career opportunity and fast professional growth.

Candidates are requested to submit their CV by e-mail to the Human Resources Department on stjulians.jobs@corinthia.com by 6th January 2024