

# RIVIERA ON VAAL

## VACANCY

*This vacancy will be filled taking into consideration the Legacy Hotels Employment Equity policy*

### **POSITION: PURCHASING OFFICER**

#### **Purpose of the Job**

To provide an effective system of control that protects the financial structure of the company through the methodical, systematic purchasing and checking of day to day business transactions and at the same time provide a source of information to management.

#### **Responsibilities**

- manages purchase orders and ensure that official orders have been issued for all purchases and goods received
- Audit requisitions and issues of all outlets and highlight any inaccuracies
- Ensure that all computer input is effected daily
- Ensure regular stock takes are carried out
- Provide closing stock figures and physically assist with stocktaking at stipulated intervals
- Submit reports and identify possible reasons when results differ from anticipated targets
- Ensure that prices entered in programmed or computerized cash registers are correct and updated when necessary
- Ensure that menus are costed regularly
- Balancing revenue daily between Procure, Easipos and Protel
- Responsible for par stock levels
- Ensure all beverage items required are available
- Ensure all food items required are available
- Ensure that the system of issues to bars is carried out correctly
- Ensure that food and beverage stocks are held within the company objective
- Balance food and beverage purchases with the creditors controller at end of each month
- Ensure standard stock of operating equipment at all outlets
- Ensure that month end reports are on the financial manager's desk by 3<sup>rd</sup> working day after month end close
- Weekly stock reports, including variances, fast movers, snapshot figures
- Following up ordered stock with regards to food and beverage suppliers
- Safeguard all keys and not allow any staff into the stores except purchasing department staff
- Maintain good interpersonal relations with suppliers and negotiate prices
- Maintain up to date list of all suppliers, products and price lists
- Investigate and action account queries promptly when these are the result of price variances
- manages receiving and issuing of goods
- manage stock levels and give out supplies from stock
- be responsible for, and check supply invoices against, purchase orders
- prepare reports on adjustments to inventories, spoilt or damaged stock and changes in stock location
- find sources of supply and obtain quotes from suppliers
- coordinate purchasing, warehousing and inventory functions
- Manages the Procure system for purchasing and stock control.

## **Requirements**

- Hotel Diploma or certificate
- Knowledge of food and beverage products
- Knowledge of business and management principles
- enjoy clerical and administrative activities
- at least 4 years experience
- good numeracy skills
- a methodical approach to work
- good communication skills
- able to pay attention to detail

## **Applications**

Applications to be addressed to Lettie Botha by no later than **17H00 on Friday 19 March 2010**. You can send your application via e-mail to [lettieb@zorgvliet.com](mailto:lettieb@zorgvliet.com) or fax to (F) 086 604 5021

**Should you meet the above criteria, please forward your CV to Human Resources Department.**