

# THE FULLERTON

HOTELS AND RESORTS

## Purchasing Manager

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

### JOB RESPONSIBILITIES

- Ensure close liaison and coordination with all Departments to meet their purchasing needs.
- Ensure timely supply of merchandise and capital goods for various departments, keeping in mind the lead time required for procurement.
- Responsible for procuring materials, parts, supplies and equipment in a timely and cost-effective manner while maintaining appropriate quality standards and specifications. Examples of tasks include:
  - Processing and monitoring deliveries
  - Purchase requisition
  - Raising purchase orders
  - Procurement of regular supplies
  - Procurement of perishable items, according to the Kitchen's daily requirements
- Ensure conformity to standards and specifications of merchandise as required by the Management.
- Ensure that requisitions from the originating departments are routed through proper channels, with proper tracking.
- Follow-up on outstanding requisitions.
- Regularly source for new suppliers for existing and new products and services, and endeavour to obtain goods at a competitive price without sacrificing the desired quality standards.
- Maintain a proper planning and control system.
- Prepare contracts and their terms, use of proper signatures, stamp papers in accordance with existing laws, notate expiry of contract periods, advertise through local papers to invite tenders, etc.
- Ensure that store inventories do not exceed the desired limit.
- Ensure that items ordered have complete billing and delivery instructions, and in case of default, that penalty clauses are suitably added to the purchase orders as per the demand of the items.
- Keep track of the pro-forma invoices and liaise closely with the Accounts Department to facilitate timely clearance of documents.
- Maintain follow-up files.
- Stay up to date about purchase functions and market situation. Seek new sources or preferable prices on a continuous basis, focusing on key products.
- Review purchase requisitions originated by the Store section for regular store items or other items, and:
  - Select vendors/suppliers for items.
  - Advise suppliers on receiving times, place of delivery, packing etc.
- Ensure prompt follow-up on feedback received from the Receiving department or Chefs regarding the quality of items received or any issues with suppliers.

# THE FULLERTON

HOTELS AND RESORTS

---

- Arrange periodic meetings with suppliers and ensure prompt follow-ups on issues raised. Keep a register of these meetings and update it on a weekly basis.
- Drive quarterly cost reductions and actively conduct price comparisons on food items to ensure that variance in cost is minimised.
- Negotiate with suppliers on price and business terms.
- Manage vendor relationships and assist in building effective partnerships.
- Undertake any other duties as assigned from time to time.

## JOB REQUIREMENTS

- Minimum Diploma in related discipline with 3-5 years' related experience and/or training in similar capacity; or equivalent combination of education and experience.
- Resourceful, with strong network of industry supplier contacts.
- High degree of integrity and is meticulous.
- Strong negotiation skills.
- Strong human relations and communications skills.
- Strong computer skills.
- Organised and able to multi-task in a fast-paced environment.

To apply for the above position, please send your full resume to [careers@fullertonhotels.com](mailto:careers@fullertonhotels.com).