

Director of Purchasing

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Company: Mandarin Oriental Hotel

Location: İstanbul

Category: other-general

Director of Purchasing

Apply now **Position** Director of Purchasing (Full time #536963)

Property / Office: Mandarin Oriental Bosphorus, Istanbul

Location: Istanbul, Turkey

Duties and Responsibilities

To direct and manage the day to day functions of the Purchasing Management office; ensuring all areas of accountability are performed within the standards set in the P & P Manual; that good communication and working relationships are maintained between the Purchasing & Logistics Management function and the hotel; and to actively monitor, assess and advise on standards of performance and working practices.

To implement and adhere to the Purchasing Management concept.

To ensure the utilization of the most competitive quotes from suppliers that are capable of meeting Mandarin Oriental Bosphorus, Istanbul's specifications in terms of quality and delivery schedule.

To oversee purchasing, receiving, stores and logistics

To adhere to the hotel purchasing procedures

To update the knowledge of products and supplier information

To develop and implement systems

To re-negotiate and source annual contracts

To maintain the inventory of stores items that are not in operation securely and to the stock levels agreed

To maintain an inventory control of all storage areas around the hotel

Requirements

At least 5 years experience in similar position for a luxury hotel.

Excellent communication skills both in Turkish & English

Adheres to, supports and carries out the strategic Company's vision and values.

Committed to developing colleagues.

Advertised 17 Oct 2023 GTB Daylight Time

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