

Receiving Supervisor

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Company: Mandarin Oriental Hotel

Location: Bodrum

Category: other-general

Receiving Supervisor

Apply now **Position** Receiving Supervisor (Temporary / Seasonal #537720)

Property / Office: Mandarin Oriental, Bodrum

Location Bodrum, Turkey

Mandarin Oriental Hotel Group

Mandarin Oriental Hotel Group is the award winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

Mandarin Oriental, Bodrum

A stunning resort overlooking the Aegean Sea, Mandarin Oriental, Bodrum is where dreams come true. A luxury 5-star hotel retreat with two private beaches and excellent leisure facilities, we invite you to lie back, relax and savour the moment. With an idyllic location in Paradise Bay, we offer a seductive blend of style, serenity and 5-star comfort. With a range of gourmet restaurants, relaxing spa and choice of rooms, suites and villas, our unique resort is world-class.

Duties and Responsibilities

- Manage all receiving operations, including unloading and sorting of deliveries
- Ensure that all incoming shipments are accurately and promptly processed

- Supervise and train receiving colleagues
- Ensure that the goods receiving area and dry store are clean and tidy at all times
- Hold and return fridges temperature controls and recording are correct.
- Receive and to record all deliveries in the log book.
- Record all delivery times and enforce agreed times of all suppliers.
- Update excel document of received goods

Requirements

Bachelor's degree in business, supply chain, or related field.

Relevant experience in receiving and inventory management

Knowledge of warehouse procedures and equipment

Proficient in MS Office

Able to work independently and manage multiple tasks

Excellent communication, organizational, and problem-solving skills

Advertised 27 Dec 2023 GTB Standard Time

Applications close: 31 May 2024 GTB Daylight Time

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