

JOB DESCRIPTION

Job Title:	PURCHASING ASSISTANT
Department:	FINANCE
Reports To:	FINANCE MANAGER

JOB DESCRIPTIONS

1. Identify and select reliable suppliers/vendors based on quality, price, delivery, and service requirements.
2. Negotiate contracts and agreements with suppliers to secure favorable terms, pricing, discounts, and payment terms.
3. Maintain strong relationships with suppliers to ensure timely delivery of goods and resolve any issues or disputes that may arise.
4. Monitor inventory levels and reorder points to ensure sufficient stock of essential items while minimizing excess or obsolete inventory.
5. Coordinate with department heads to forecast demand and plan purchases accordingly, optimizing inventory turnover and reducing carrying costs.
6. Process purchase requisitions and generate purchase orders accurately and promptly, ensuring compliance with procurement policies and procedures.
7. Verify purchase orders for accuracy, including quantities, specifications, and pricing, and obtain necessary approvals before issuing orders.
8. Ensure that purchased goods and services meet the hotel's quality standards and specifications.
9. Conduct quality inspections of received goods and address any discrepancies or issues with suppliers promptly.
10. Maintain accurate procurement records, including contracts, purchase orders, invoices, and supplier agreements, and ensure proper documentation for audit purposes.
11. Foster effective communication and teamwork to streamline procurement processes and achieve organizational goals.

Acknowledgement

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(Employee Signature)

Name:

Date: