

Materials (Purchasing) Assistant Manager - Park Hyatt Jakarta

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Company: Hyatt Corporation

Location: 1

Category: other-general

Materials (Purchasing) Assistant Manager - Park Hyatt Jakarta

Park Hyatt Park Hyatt Jakarta ID - JW - Jakarta Procurement and Purchasing Entry Level Manager Full-time Req ID: JAK001005 Local

Summary

- To be flexible in your job function and perform any other reasonable duties and responsibilities which may be assigned to you, including redeployment to other departments/areas if required, in order to meet business demands and guest service needs.
- Responsible to source competitive quotation for all purchase request from hotel.
- Assist Material Manager, ADOF and DOF for any adhoc task assigned
- Responsible to follow up on open E-PR that is not approved within 3 days by all approver to respective department
- Responsible to ensure daily reconciliation of purchases with GL
- Responsible to maintain clean database for BirchStreet items.
- Responsible to enforce vendor form, vendor selection, and relationship with vendor in compliance with Hyatt PnP
- Responsible to be able to act fast in term of urgent order from operation.
- Responsible for storage administration, safety and arrangement.
- Responsible for vendor invoice handling from receiving until posting.
- Responsible to follow up any pending invoice or inaccurate posting.
- To be flexible and willing to do other task in Finance and purchasing area as directed by Director of Finance / and Assistant Director of Finance.

- Responsible to assist any audit requirement as directed by management.
- Maintain good manner and good attitude at all time during employment with Park Hyatt Jakarta.
- Responsible to maintain good working ethic, and to not involve in any fraud or bribery practice in any kind.
- Responsible to search sources to update the management regarding any changes in purchasing, and items purchased by Hotel, Information from Vendor on goods availability.
- Responsible to keep confidentiality of all financial data and will not provide any financial data to other department, institution, or other company without prior approval from Director of Finance or Assistant Director of Finance.

Qualifications

Indonesian Nationality with a degree in Hospitality or Business Management

Has minimum 2 (Two) years experience in a similar position in 5 (five) stars International Hotel Chain

Previous experience in Luxury Hotel or international experience are advantages

Strong in leadership and business acumen

Excellent English communication skills, strong guest service mindset and people management & development skills

Have Discipline, Integrity, and Attention to Detail

Good Follow through, and Able to work independently with minimal supervision

Able to Work under pressure and within short dateline

Good Negotiation skill

Energetic, Organize, Proactive Person

Experience in handling high volume of Request,

Able to prioritize work

Technology Savvy and eager to learn

Previous Experiences with Microsoft excel, and Birchstreet system is advantageous

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