

## Purchasing Manager

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Company: Marriott Hotels Resorts

Location: Indonesia

Category: other-general

### JOB SUMMARY

Responsible for following established procedures in ordering, receiving, storing, distributing and payment of items. Formulates an approved vendors list encompassing all categories.

**CANDIDATE PROFILE** Education and Experience • 4-year bachelor's degree in Finance and Accounting or related major. **CORE WORK ACTIVITIES** Managing Work, Projects, Policies, and Standards for Purchasing Across Departments • Generates and provides accurate and timely results in the form of reports, presentations, etc. • Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data. • Assures sanitation compliance. • Assists Executive Chef in all aspects of purchasing Food, Beverage and Controllable) to ensure quality and profitability. • Orders all food and beverage based on business needs. • Assists Executive Chef in maintaining/lower budgeted food/controllable costs. • Delegates and enforces first in/first out inventory rotation for all storeroom products. • Maintains sanitation and safety standards as specified in the brand guidelines. • Ensures that proper safeguards are in effect for the security of the food and beverage storeroom assets. • Enforces item use-up with storeroom personnel and kitchen management to keep inventory at lowest level possible levels. • Communicates with kitchen, restaurant management and vendors to ensure timing of deliveries satisfies advanced food production needs. • Checks invoice on goods received against shipment to ensure quantity, quality, weights and purchase specifications are as ordered. • Uses existing computer programs to perform daily and period end food and beverage costs. • Maintains inventory controls for proper levels, dating, rotation, requisitions, etc. • Completes administrative tasks on a timely basis

C-7s, menu costing, general office duties). • Completes period end inventory according to Food and Beverage and Accounting standard operation procedures. • Calculates figures for food and beverage inventory. • Ensures that price and product availability issues are communicated as needed to the F & B Director and Executive Chef. • Ensures all LSOP's are adhered to by all employees. • Receives and inspects all deliveries. • Maintains an accurate controllable log and beverage perpetual • Ensures accurate administration of all invoices, and adherence to proper bookkeeping procedures. Demonstrating and Applying Accounting Knowledge to Purchasing Operations • Demonstrates knowledge of job-relevant issues, products, systems, and processes. • Uses computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. • Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. • Keeps up-to-date technically and applying new knowledge to your job. Supporting Purchasing Operations • Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example. • Ensure disciplinary situations are addressed in timely fashion and with consistency. • Ensures performance reviews are completed on a timely basis for supervisors and non-management employees. Maintaining Finance and Accounting Goals • Submits reports in a timely manner, ensuring delivery deadlines. • Ensures profits and losses are documented accurately • Achieves and exceeds goals including performance goals, budget goals, team goals, etc • Develops specific goals and plans to prioritize, organize, and accomplish your work. • Monitors all taxes that apply, ensuring that taxes are current, collected and/or accrued. Additional Responsibilities • Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Analyzes information and evaluating results to choose the best solution and solve problems. • Interacts with kitchen staff, vendors and Executive Chef. • Uses existing computer programs effectively to post invoices, update items and costs. • Attends and participates in all pertinent meetings. • Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources. • Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner. Managing Discipline Work, Projects, and Policies • Coordinates and implements accounting work and projects as assigned. • Coordinates, implements, and follows up on audits for all

areas of property operations. • Complies with Federal and State laws applying to operations procedures. • Generates and provides accurate and timely results in the form of reports, presentations, etc. • Analyzes information and evaluates results to choose the best solution and solve problems. • Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data. • Balances ledgers. Supporting Property Operations • Works with operations teams to develop an operational strategy that is aligned with the brand's business strategy and leads its execution. • Reviews comment cards, guest satisfaction results and other data to identify areas of improvement. • Evaluates if discipline teams are meeting service needs and provides feedback to teams. • Participates in walk-throughs on property to ensure that all areas are well maintained and preventative maintenance processes are in place. • Tours building on a regular basis speaking with employees and guests to understand business needs and assess operational opportunities. • Reviews findings from comment cards and guest satisfaction results with leadership team and ensures appropriate corrective action is taken. • Works with team to put sustainable work processes and systems in place that support the execution of the strategy. • Reviews reports and financial statements to determine operations performance against budget. • Communicates a clear and consistent message regarding departmental goals to produce desired results. Managing and Monitoring Activities that Affect the Customer and Guest Experience • Provides excellent customer service by being readily available/approachable for all customers and guests. • Takes proactive approaches when dealing with customers and guest concerns. • Extends professionalism and courtesy to customers and guests at all times. • Responds timely to customer service department request. • Ensures all team members meet or exceed all hospitality requirements. Supporting Profitability • Supports annual quality audits. • Reviews financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Supporting Safety Standards and Work Procedures • Implements property emergency plan. • Provides a safe working environment in compliance with Occupational Safety and Health Administration/MSDS. • Implements and sustains property accident prevention programs. • Follows property-specific recovery plans. Additional Responsibilities • Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Demonstrates self confidence, energy and enthusiasm. • Manages group or interpersonal conflict. • Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner. •

Manages time and possesses organizational skills. • Presents ideas, expectations and information in a concise, organized manner. • Uses problem solving methodology for decision making and follow up. • Makes calls if necessary.

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