

Purchasing Officer | AYANA BALI

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Company: AYANA Hospitality

Location: Indonesia

Category: other-general

We are in search of young talent with an energetic personality, yet elegant that fulfill the requirements for a Purchasing Officer to work with our Finance team at the finest 5-star luxury resort in Bali.

Responsibilities

Research potential vendors

Compare and evaluate offers from suppliers

Negotiate contract terms of agreement and pricing

Track orders and ensure timely delivery

Review quality of purchased products

Enter order details (e.g. vendors, quantities, prices) into internal databases

Maintain updated records of purchased products, delivery information and invoices

Coordinate with warehouse staff to ensure proper storage

Requirements

For Indonesian citizen only

Minimum of 2 years experience in the same position in a large luxury resort

Eloquent in English communication in both written and spoken

Has proven working experience as Purchasing Officer

Familiarity with sourcing and vendor management

Has the ability to gather and analyze data and to work with figures

Bachelor's Degree in Accounting/Procurement Management/Supply Chain

Management/ Business Economics/ Logistics

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