

Purchasing Supervisor - MOXY Solo

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Company: Marriott International, Inc.

Location: Jawa Tengah

Category: other-general

Job Number 24065638 Job Category Procurement, Purchasing, and Quality

Assurance Location Moxy Solo, One Marriott Drive, Jawa Tengah, Indonesia, Indonesia

VIEW ON MAP Schedule Full-Time Located Remotely? N Relocation? N Position Type Non-

Management POSITION SUMMARY Print and organize various necessary documents, summarize relevant information, and distribute information to appropriate employees. Maintain up-to-date knowledge of company safety programs within assigned area of responsibility, (e.g., food, retail), as well as all local, state, and federal regulations. Adhere to food safety and handling policies and procedures across all food-related areas. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly. Calculate figures for inventories, orders, and costs. Conduct inventory audits to determine inventory levels and needs. Notify manager/supervisor of low stock levels. Troubleshoot vendor delivery issues and oversee return process. Verify and track received inventory. Reconcile shipping invoices and receiving reports. Receive, unload, and process deliveries. Monitor PAR levels for all food items to ensure proper levels. Refuse acceptance of damaged, unacceptable, or incorrect items. Assist management in training, scheduling, counseling, disciplining, and motivating and coaching employees; serve as a role model. Ensure adherence to quality expectations and standards. Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Assist other employees to ensure proper coverage and prompt guest service. Speak with others

using clear and professional language; prepare and review written documents accurately and completely. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Read and visually verify information in a variety of formats (e.g., small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and stairs and/or service ramps. Perform other reasonable job duties as requested. **PREFERRED QUALIFICATIONS** Education: High school diploma or G.E.D. equivalent. Related Work Experience: At least 2-years of related work experience. Supervisory Experience: At least 1-year of supervisory experience. License or Certification: None Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law. **Moxy is for Play. Seriously.** The energetic and stylish alternative to the typical hotel experience, Moxy is designed for always-on guests seeking fun new experiences in the hotel and city they're in. Our lively communal spaces and energetic Crew help guests have a good time by creating moments of spontaneous playfulness. Moxy Crew take work seriously, but they never take themselves too seriously. They delight in creating a light and playful atmosphere, and are warm and friendly to those around them, welcoming all. We're looking for people who: love doing it all, always think outside the box, enjoy chatting it up with guests, live in the now but know what's next, and have high energy and a do-it-yourself attitude. If you're someone who is thoughtful, spirited and loves serving up huge doses of fun, then take a look at our jobs and see if anything catches your eye. In joining Moxy Hotels, you join a portfolio of brands with Marriott International. Be where you can do your best work, begin your purpose, belong to an amazing global team, and become the best version of you.

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