

JOB DESCRIPTION

JOB TITLE:	Purchasing Manager
RESPONSIBLE TO:	Director of Finance
RESPONSIBLE FOR:	Purchasing Officer / Purchasing Assistant / Goods Receiver

MAIN SCOPE AND PURPOSE:

Responsible for all aspects of the purchasing operation of the hotel, including procurement, stock management, and managing cost efficiencies in line with budget expectations. Ensure a highly effective operation and delivery of service excellence Continually develop the department policies and procedures to ensure it is aligned with the company vision and the industry standards.

MAIN DUTIES AND RESPONSIBILITIES:

- Oversee and drive the day to day operation and performance of the department to ensure highest levels of satisfaction, team performance and cost efficiencies.
 - Identify key opportunities to improve efficiencies and manage a range of supplier contracts, from established relationships to researching and identifying new suppliers to ensure a competitive and proactive approach is adopted in all areas.
 - Apply a hands-on approach and take a proactive role with departmental managers in order to support service levels within the hotel and to deliver the most effective purchasing solutions
 - Monitor the team's performance and quality standards, and continually seek to improve upon or develop within each area of the Purchasing operation.
 - Ensure Company specific standards and standard operating procedures (SOPs) are in place and achieved consistently across Purchasing, undertaking regular reviews and inspections to evaluate effectiveness of service delivery and quality and identify opportunities for improvement.
 - Develop and maintain an effective communication strategy across the Accounts/Purchasing departments and foster proactive and positive communication with all teams throughout the hotel.
 - Develop departmental objectives and goals for the Purchasing function and ensure that short term and long term objectives are achieved.
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Sales, Marketing and Revenue

- Contribute to optimisation of rooms revenue and proactively work in collaboration with the Sales, Reservations team and Hotel Manager, ensuring maximum yield management to achieve occupancy, revenue and performance expectations at the St Giles Hotel.
- Maintain up to date market knowledge and competitive awareness in the London hotel market and continue to seek to improve the purchasing product and operation
- Participate in the development of promotional or package plans to increase sales, drive revenue and increase market penetration

Finance and Economy

- Ensure Purchasing departmental profits are reached or exceed budget
- Analyse financial reports and ensure accurate forecasts are submitted and utilised to meet budget expectations; develop and implement departmental goals or action plans to achieve shortfalls
- Analyse departmental costs and expenditures, including wages and GOP% against business performance to ensure effective and appropriate cost management and achievement of departmental profitability, identify areas in which reductions can be made
- Ensure effective financial planning and performance systems and procedures are in place within each department to ensure maximisation of revenue and profitability of the departments
- Monitor all departmental activities relating to discounts, billing instructions, and compliance with hotel credit policies
- Be alert for opportunities to improve the profitability of the department, e.g. through controlling wastage and being responsible for the economy of all utilities and resources

Human Resources

- Provide effective leadership throughout Purchasing departments developing a strong team culture and ethos which supports high levels of guest service delivery, effective communication and knowledge sharing
- Coach and support department managers towards and performance of St Giles Hotel KPI's
- In conjunction with the Human Resources team ensure effective recruitment and selection, and employee recognition and retention processes are in place to support high performance across the departments

- In conjunction with the heads of department and training department, ensure a robust and effective training strategy is in place for Purchasing; including induction, departmental and cross training, and team member, supervisory and management level development
- Attend, develop or facilitate department training sessions and/or meetings as required, and ensure managers are fully responsible for the training of all colleagues and team members within their departments. Fully support St Giles' training initiatives
- Support the development of colleagues at all levels, encourage succession planning and identify colleagues with potential for promotion and/or transfer, make appropriate development plans in conjunction with the department manager and HR department
- Be fully conversant with the St Giles Hotel Employee Handbook and ensure that all Purchasing departments are familiar with the handbook and best practice is adopted at all times. Encourage, foster and manage highly effective employee relations

Health and Safety

- Ensure Purchasing HODs are aware of their Health and Safety responsibilities as required by the Hotels' Health and Safety Policy, and monitor compliance with procedural requirements
- To be aware of and comply with safe working practices as laid down under the Health and Safety Act as applicable to your place of work, including awareness of any specific hazards at your work place
- The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory and ensure this is applied across all departments within Purchasing.
- Report any defects in the building, plant or equipment according to hotel procedures
- Ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures and ensure awareness of these procedures across the departments
- Attend Statutory Fire and any relevant Health & Safety training, be fully conversant with and abide by all rules concerning Fire and Health & Safety, ensuring this is managed effectively across the departments
- To be fully conversant with all Risk Assessments for your departments, COSHH Regulations, Fire & Bomb Procedures and ensure all Purchasing Heads of Department are up to date and proactively manage their responsibilities in these areas
- Monitor and ensure Purchasing departments follows all applicable laws and legislative requirements

- Proactively support the St Giles health and safety agenda and ensure a high profile status at a management level in Purchasing.

Confidentiality

Whilst working for the Company there will be access to a wide variety of confidential information concerning the Company, guests and employees. It is vital that all such information remains confidential and must not be disclosed to anyone outside the Company, guests and employees, unless otherwise stated. Please refer to the Employee Handbook for full policy details.

Any other information

This job description is intended to illustrate the main duties and responsibilities of the job. It is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

I have read, understood and agreed to the job description of **Purchasing Manager**:

Print Name : _____

Signature : _____

Date : _____