



Job Description – Warehouse and Purchasing Manager

As a Warehouse & Purchasing Manager you will be responsible for purchasing food, beverage, and operational supplies. Additionally, you will be responsible for controlling all incoming and outgoing inventory for the company while sourcing the best value in prices and managing vendors. The successful candidate will be able to perform strategic procurement activities, search for better deals and find more profitable suppliers. The Warehouse & Purchasing Manager will report directly to the General Manager.

Requirements:

- Most work tasks are performed indoors in a space uncontrolled by environmental systems.
- Must be able to stand and exert well-pace mobility for up to 4 hours in length.
- Must have the ability to bend, squat and frequently lift 60 lbs on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. occasionally.
- Must have the ability to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Must be able to exert well-paced ability to reach other departments on a timely basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, managers and co-workers.

Responsibilities

- Control purchases and inventory levels and dispersal of all food, beverage and operational supplies.
- Maintain and develop the Purchases & Stock Control Policy and Procedure Manual. Control inventory levels and record keeping of all transfers to ensure cost controls are in place.
- Compile record of items purchased or transferred between departments, price, deliveries and inventory
- Receives market list from Executive Chef, Sous Chef and outlet supervisors and arranges for delivery of those items daily.
- Ensures that all orders are sent to their respective suppliers and vendors for delivery on a daily bases.
- Receives and verifies all deliveries for count and condition.
- Ensure proper handling and storage of all purchases.
- Maintain internal control of all items.
- Approve invoices for payment.
- Must be available to work weekends and holidays when needed.
- Responsible for scheduling and managing warehouse staff.

Company Benefits:

Health Insurance, Pension, Mobile Phone, Daily Lunch.



Other requirements:

- Purchasing experience with exceptional food & beverage knowledge is a must.
- Strong negotiating skills is a plus.
- Experience using Microsoft Suite 360, QuickBooks, MarketMan
- High School or equivalent education required.
- Prior shipping/and or receiving experience preferred.
- Excellent organizational skill and attention to detail.
- Applicants must have a no-convictions police record.
- Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.

How to Apply:

Qualified applicants can visit the following link:

<https://miseenplace.bamboohr.com/careers/16?source=aWQ9Nw%3D%3D>
