

Job Description

JOB TITLE: Purchasing & Stock Manager

ROLE LEVEL: 2b

DEPARTMENT: Purchasing & Stock Operations

REPORTS TO: Operations Manager

LOCATION: Central Office, Rabot Estate, Saint Lucia

HOURS/WORKING PATTERN: 40 hours per week flexible over 7 days

ROLE OVERVIEW

This role will be responsible for the procurement of the goods and services and stock management for the business. The jobholder will be responsible sourcing, negotiating, and purchasing goods and services in accordance with company needs and budgetary constraints. The jobholder will be responsible for updating and implementing a rigorous stock control process and the ongoing management of inventory, storage and distribution of stock. The role will have day to day management of one 'Purchasing & Stock Assistant'.

The ideal candidate will have excellent negotiation skills, the ability to build and maintain supplier relationships, strong collaboration skills to work across various departments and experience in designing and deploying processes to manage purchasing and stock within the business.

JOB ROLE AND RESPONSIBILITIES

Overall

- Responsible to collaborate with all departments of the business to understand their needs and make recommendations that benefit overall business, rather than one individual department.

Procurement Management:

- Develop and implement purchasing strategies to ensure that the business is supplied with quality goods at the most competitive prices and terms.
- Negotiate contracts and build long-term relationships with suppliers and vendors.
- Monitor market trends, pricing, and product availability to ensure the best purchasing decisions.
- Issue purchase orders, track deliveries, and ensure timely receipt of goods.
- Identify opportunities to reduce costs without compromising quality or service.
- Develop contingency plans to address potential supply chain challenges.

Inventory Management:

- Design, implement and maintain a new stock management processes to improve efficiency, accuracy, and overall inventory control.
- Maintain accurate and up-to-date records of forecast future requirements, inventory levels (to minimise out of stocks or wastage), stock movements, and usage.
- Implement and oversee inventory control procedures to minimize waste, theft, overstock, and stockouts.
- Conduct regular physical stock counts and reconcile discrepancies.
- Manage stock rotation to ensure the freshness and quality of perishable goods.

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Supplier Relationship Management:

- Establish and maintain positive relationships with suppliers, negotiating terms and conditions of contracts, resolving any issues, and ensuring consistent supply.
- Evaluate supplier performance based on quality, price, and delivery, and make recommendations for changes when necessary.
- Source new suppliers and products to meet the evolving needs of the business.
- Promote sustainable purchasing practices by sourcing environmentally friendly products and services.

Reporting and Analysis:

- Prepare regular reports on forecast requirements, stock levels and purchasing activities.
- Update & maintain purchasing & stock data in Excel, Word or business finance systems.
- Maintain accurate records of purchases, contracts, and vendor agreements.

Line Management

- Day to day management & supervision of purchasing & stock assistant, providing guidance, training, and performance management.
- Foster a collaborative and efficient working environment, encouraging teamwork and professional development.

Other duties, as required, to support purchasing and stock needs of the business.

SKILLS AND EXPERIENCE

Essential

- Proven experience in either purchasing or stock management
- Strong communication skills
- High attention to detail and commitment to accuracy
- Excellent ability to work with others
- Proficiency in MS Office and experience with purchasing or stock systems
- Attention to detail and a commitment to accuracy

Desirable

- Proven experience in both purchasing or stock management
- Excellent organizational and multitasking abilities
- Line management experience
- Analytical mindset with a focus on cost efficiency and quality control
- Strong understanding of the hospitality industry's purchasing needs and challenges

Education and Experience:

- Minimum of 3 years of experience in procurement, purchasing, or supply chain management, preferably within the hospitality industry.
- Proven experience in negotiating contracts and managing vendor relationships.

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VALUES AND BEHAVIOURS

The successful candidate will demonstrate their ability to bring Hotel Chocolat's core brand values to life, **Originality, Authenticity, and Ethics:**

Originality: "I bring a spark to my role"

- Come up with ways of making team more productive.
- Great guest interaction skills
- Ability to improve team performance.
- Capability to solve problems.

Authenticity: "I am the real deal"

- All rules adhered to
- All work standards and procedures are followed.
- Duties are completed on time.
- Ability to report to manager.

Ethics: "I care about people and the planet"

- Positive mindset towards job
- Regularity
- Punctuality
- Trust-worthy

Being a Hotel Chocolatier means:

I smile

I am kind

I am helpful

I am positive