

## Purchasing Manager - Azizi Foods

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Company: Talent Pal

Location: Kuwait City

Category: other-general

### JobSummary

The Purchasing Manager will be lead the procurement of local and international goods and services from approved suppliers and overseas purchase and its logistics while interfacing with suppliers and internal departments leaders and personnel. He / She will get needed approval coordinates and issues releases for Shipments in accordance with purchase orders. He / She needs to maintain and oversee manual and / or digital procurement records. Interfaces with logistics team for arrangement of shipments and shipping claims. Follow up with vendors to ensure timely and cost effective delivery of materials parts or services.

### KeyQualities

Has strong attention to details and good process knowledge to map out a concrete BIG PICTURE of the Business

Consistent communications with clear and specific expectations. Simplify direction

Leadership and associate development and accountability

Time management with great organization skills with thorough follow through

Intermediate to advance computer skills with excellent reporting abilities

### TopSkills

Purchase and Procurement Skills

Negotiation Skill

Coordination and Time Management

Warehouse Management

Inventory Management

Logistics

Reporting

Supply Chain

Computer Skill

Communication Skill

## Job Scope and Responsibilities

Core Function

Ensures par level is met lead time is observed controls are in place and supply chain processes are followed.

Plans and lays out work assignments of procurement personnel and reviews work performance and products to ensure conformance with established policies methods practices and procedures.

Reviews requisitions and determines methods of procurement such as direct purchase or bid.

Research and evaluate potential suppliers and recommends those most desirable in terms of cost efficiency quality reliability and the like performance indicators.

Supervise prepares analyzes and negotiates purchase orders and bid requests.

Discusses unacceptable or defective goods or services with inspection or quality control personnel users vendors and others to determine source of noncompliance

and challenges and take correction and corrective action including replacement of material not conforming to specifications cancellation of orders and ensuring receipt of proper credit.

Work hand in hand with the Cost Controller department with nonconforming material issues as needed.

Manage actual and physical stock on the storage centres with updated price / costs.

One of the overseer of Material Control SAP Purchase module and related systems and follow through inter department communication.

Create and send Purchasing Orders (PO) and follow up and monitor throughout the Purchase Order and Distribution Cycle.

Lead the integrity of company purchases through verification and maintenance of all required purchasing and logistic documents.

Ensure that purchased materials are utilized properly through effective communication regarding inventory items

Maintain the database such that all users are informed of item status and reporting tools are able to be used at maximum utility such as but not limited to inventory trace adjustments ongoing maintenance etc.

Review documents submitted by vendors to ensure compliance with all business requirements.

Oversee Receiving Standard Operating Procedures by ensuring they are current to meet compliance requirements and verify they are being followed.

Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents.

#### Education and Qualifications

Bachelors Degree is strongly desired preferably in Hotel/Restaurant Purchase and Procurement Supply Chain Business Administration or equivalent education/experience.

Attended PurchaseProcurement Supply Chain seminars training and workshops is anadvantage

Has at least 8 years of workingexperience in F&B environment with 5 years handsonexperience as PurchaseManager.

#### Salarypackage

Total package depending onexperience and skills (70% basic salary 20% accommodation allowance10% transport allowance)

Performancebonus

Public MedicalInsurance

30 days of annualleave

Flight allowance every 2years

Visa and joining flight to the country ofemployment

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