



# Job Advert

## Procurement Controller Permanent

The Procurement Controller is responsible for assisting the Procurement Supervisor with developing the annual plans for cost control across the organisation.

The Procurement Controller works closely with the Procurement Supervisor to ensure the cost control support is aligned with the wider objectives of the property.

The Procurement Controller assists with monitoring the performance of all operational departments relating to food and beverage and lodge supplies through the efficient maintenance of procurement and control procedures established by senior management.

The role assists with optimising profitability, productivity and quality through analysing, controlling, improving and reporting on costs and expenses. The Procurement Controller assists in creating the systems relating to stock control that enable the lodge teams to provide guests with an outstanding service that is of exceptional quality and efficiency and is responsive to operational needs.

Dimension	Job Requirements
<b>Thinking Ability</b>	<ul style="list-style-type: none"><li>▪ Ability to influence senior leadership teams</li><li>▪ Ability to implement change and support people through times of transition</li><li>▪ Ability to oversee and simultaneously pay attention to a number of demands</li><li>▪ High levels of verbal and numerical ability</li><li>▪ Ability to correctly communicate detailed information and instruction to others</li></ul>
<b>Academic Qualifications and Background</b>	<ul style="list-style-type: none"><li>▪ A formal Cost Control, Bookkeeping or Procurement qualification</li><li>▪ Bachelor degree and/or diploma in hotel management, Food and Beverage or other related fields</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>▪ Three to five years of experience in a Cost Control role</li><li>▪ Demonstrated previous experience in a luxury Food &amp; Beverage or accommodation environment</li></ul>
<b>Job technical Skills</b>	<ul style="list-style-type: none"><li>▪ Competent in correctly developing and ensuring policies, processes and standards are implemented and applied across the cost control function</li><li>▪ Ability to analyse and improve cost control operational effectiveness and efficiencies</li><li>▪ Ability to monitor and ensure compliance with health, safety, security and other legal requirements across cost control operations</li><li>▪ Proficiency in Microsoft Office applications and Excel at an advanced level</li><li>▪ Proficient in cost control and POS specific software applications</li></ul>

### CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

### Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Committed to providing exceptional levels of service to others</li> <li>▪ Demonstrates exceptional levels of integrity</li> <li>▪ Ability to work effectively when under pressure</li> <li>▪ Ability to demonstrate a flexible approach to getting work done, adjusting to changing circumstances and demands</li> <li>▪ Emotionally stable, even tempered and calm when placed with challenges</li> <li>▪ Maintains positive outlook in most challenging situations and circumstances</li> <li>▪ Demonstrates high levels of resilience and tenacity in demanding environments</li> <li>▪ Ability to establish strong relationships with people from different backgrounds</li> </ul>
<b>Business Values</b>	<ul style="list-style-type: none"> <li>▪ Embraces, supports and models organisational values and culture</li> </ul>

*Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.*

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to [careers@sanbona.com](mailto:careers@sanbona.com) by no later than **20 April 2023**.*

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