



Job Advert

Procurement Supervisor Permanent

The Procurement Supervisor is responsible for assisting Reserve and Hospitality Management with developing the strategic direction and annual plans for Procurement operations. The Procurement Supervisor works closely with the Heads of Department to ensure the implementation of plans and successful execution of the Procurement function. This includes the supporting budgets, supplier agreements, supply logistics, manning needs and OPEX requirements.

The role creates the systems and conditions that enable operations to provide guests with an outstanding service and product that is of exceptional quality, efficiency, safety and is responsive to individual needs. The role assists in preparing menu costings in coordination with the Hospitality Manager and Head Chef.

The Procurement Supervisor monitors the performance of Procurement operations, ensuring that the Procurement team continuously develops and displays at all times the level of competence, professionalism, excellence, protocol and etiquette that is expected at a 5-star Hospitality and Conservation property.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to develop strategic direction for the Procurement function to support organisational aims▪ Ability to recognise and negotiate a better price opportunity▪ Ability to influence senior leadership teams▪ Ability to implement change and support people through times of transition▪ Ability to oversee and simultaneously pay attention to a number of demands▪ Proven ability to lead others▪ High levels of verbal and numerical ability▪ Ability to correctly communicate detailed information and instruction to others
Academic Qualifications and Background	<ul style="list-style-type: none">▪ A formal Procurement Management qualification▪ Bachelor's degree and/or diploma in Supply Chain Management, Procurement, Logistics or other related fields
Work Experience	<ul style="list-style-type: none">▪ Three to five years of experience in a procurement management role▪ Demonstrated previous experience in a luxury Food & Beverage or accommodation environment
Job technical Skills	<ul style="list-style-type: none">▪ Ability to negotiate effectively to secure the most advantageous Procurement agreements▪ Experienced in selecting, motivating and guiding team members▪ Experienced in preparing organisation wide annual plans including budgets and monitoring financial performance▪ Competent in correctly developing and ensuring policies, processes and standards are implemented and applied across the Procurement function▪ Ability to analyse and improve Procurement operational effectiveness and efficiencies▪ Ability to monitor and ensure compliance with health, safety, security and other legal requirements across Procurement operations▪ Proficiency in Microsoft Office applications▪ Proficient in Procurement specific software applications

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

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

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 by no later than **20 April 2023**.*

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