**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Purchasing Manager
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Manages the day-to-day purchasing operations of the hotel to ensure that the highest quality products are purchased at the best possible prices.

* Obtains bids from vendors according to hotel specifications. Determines the best possible price for the desired items and orders food and non-food items.
* Maintains an up-to-date, detailed listing of approved vendors.
* Negotiates and oversees vendor contracts and services.
* Monitors the quality of products received to ensure they meet the hotel’s established standards and operational needs as outlined by each department.
* Forecasts operational needs and schedules deliveries of food and non-food items.
* Monitors appropriate levels of inventories in order to minimize waste and maximize turnover.
* Ensures purchasing programs, policies and procedures are met.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Bachelor’s degree in Business, hotel management, or related field or equivalent combination of education and experience.
* Minimum of two years purchasing experience, preferably in the hospitality industry.
* Knowledge of food and beverage operations.
* Knowledge and understanding of purchasing policies and procedures.
* Good negotiation and analytical skills.
* Organized, detail oriented, and able to make productive and efficient decisions.
* Excellent verbal and written communication skills.
* Advanced computer application knowledge.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.