**JOB DESCRIPTION**

**Position: Purchasing Agent**

**Department: Purchasing**

**Reports to: Purchasing Manager**

**The Company**

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the world’s most prestigious hotels and resorts. The Group now operates or has underdevelopment over 40 hotels with more than 11,000 rooms in 25 countries in key business and leisure destinations.

**The Hotel**

Our award winning property, in the nation's capital, is situated on D.C.'s growing South West waterfront. Commanding monumental views, the property offers 400 guest rooms including 54 suites, extensive event space, and our Forbes Four Star Rated Spa at Mandarin Oriental. Mandarin Oriental, Washington D.C. welcomes individuals who are guest centered and are committed to making a difference every day; continually getting better to keep us the best.

**Strategic Intent**

It is the mission and intent of this position that the incumbent will assist the Director of Purchasing in maintaining an optimum inventory of food & beverage, materials, supplies and equipment for the hotel.

**Scope of Position**

The Purchasing Agent assists in the purchasing of all food & beverage materials, supplies, and equipment. He or She also needs to ensure that all stocks and the storeroom itself are maintained in good condition and that all minimum inventories are met. He or She will also receive and distribute stocks to various departments on a timely basis.

**Organizational Structure**

The Purchasing Agent Clerk reports to the Director of Purchasing and/or Purchasing Manager.

**Duties and Responsibilities**

* Assist in the purchasing of all Food & Beverage, Store room and Operational Supplies.
* Order, receive, classify, store, take care of, distribute, request and take inventory of food & beverage, materials, supplies and equipment.
* Assist in the maintenance of perpetual inventories.
* Prepare requisitions for stock replacement.
* Develop methods and procedures for handling, storing and rotating stock.
* Prepare lists of surplus or obsolete materials.
* Take necessary precautions to protect stock from deterioration or spoilage.
* Supervise the loading, unloading and dispatching of delivery trucks.
* Load and unload at the point of pick-up, delivery or distribution when necessary.
* Pack, unpack, count, weigh and measure materials, supplies and equipment upon receipt.
* Check materials received against invoices and notes breakage and discrepancies in quantity or quality.
* Pick supplies from shelves to fill requisitions, lifting and carrying supplies when necessary.
* Operate hand trucks, carts and lifting equipment.
* Keep storage facilities, loading docks, materials and supplies in a neat and orderly fashion.
* Assist in the preparation of data for departmental reports, inventory or studies.
* Keep daily records, file and prepare reports.
* Expedite any outstanding purchase orders.
* Recommend modifications of stock levels on the basis of previous consumption and present orders.
* Make recommendations and suggestions on problems relating to space, delivery, issue and stock control.
* Participate in departmental meeting.
* Assist other staff members in all areas concerning purchasing, receiving, distribution and shipping.
* Determine the best method of storage to meet HACCP guidelines.
* Any other duties pertaining to purchasing, shipping or receiving deemed necessary by the Director of Purchasing.

**Requirements**

*Mandatory*

* Education Qualification: High School Diploma
* Years of Experience: 1 year
* Industry Experience: Previous experience in the Hospitality or Food & beverage Industry
* Knowledge and understanding of purchasing, shipping, receiving and inventory operations.
* Fluent in English with the ability to communicate clearly.
* Computer literate.
* Presenting a well-groomed, organized and businesslike appearance.
* Punctual and reliable.
* Able to perform the physical tasks of the job.

*Desirable*

* Computer literacy

**Requirement on Core Competencies**

The incumbent will require the following personal attributes:

*Delighting our Clients*

* Awareness and sensitivity to the concept of luxury and quality.
* Responsive and genuine with customers.
* Sustains performance.
* Confident with customers.

*Working with Colleagues*

* Communicates a compelling vision.
* Inspires co-operation and commitment.
* Adapts work style and ethics appropriately.
* Actively listens and builds on other ideas.
* Effectively understands and uses resources.
* Is culturally sensitive.
* Good written and verbal skills.

*Promoting a Climate of Enthusiasm*

* Has energy and drive.
* A sense of urgency.
* Motivating individual.
* Communicates clearly.
* Open to feedback and learning.
* Possess potential to grow.

*Being the Best*

* Achievement orientated.
* Makes things happen.
* Has presence.
* Has positive impact and influence.
* Generates, innovative options.
* Adapts plans to suit change.
* Seeks continuous improvement opportunities.

*Delivering Shareholder Value*

* Takes a helicopter view and keeps in focus.
* Understands and knows the business market.
* Clearly understands effective operating of a hotel.
* Develops and implements strategy.
* Adapts strategies to changes.
* Aligns plans to strategies.
* Continuously seeks new opportunities.

*Playing by the Rules*

* Operates ethically.
* High level of personal integrity.

*Acting with Responsibility*

* Manages responsibilities.
* Emotionally stable and mature.
* Accepts feedback.
* Coaches others.
* Manages responsibilities.

Each of the items listed is considered an essential function of the position. However, the duties, responsibilities and requirements presented in this job description are intended to be broad based and high level and should not be construed as an exhaustive list of all roles or responsibilities for the position. The Company reserves the right to alter the duties and responsibilities of the position.

It is Company policy to comply with the Americans with Disabilities act, including by providing reasonable accommodations that do not constitute an undue hardship on the Company. Employees or applicants should direct requests for accommodation to Director of Human Resources.