

## **Position Description**

### ***Director of Purchasing***



<b>Position Title:</b>	Director of Purchasing
<b>Position Level:</b>	Level 4 – Department Head A
<b>Reports To:</b>	Director of Finance
<b>Supervises:</b>	Purchasing Supervisor, Storekeeper & Receiving Clerk
<b>Location:</b>	Mandarin Oriental, Canouan

---

### **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 under development 44 hotels with more than 11,000 rooms in 28 countries in key business and leisure destinations.

### **The Resort**

Located in St. Vincent & The Grenadines, Canouan Island is a remote island hideaway that is fast becoming one of the most sought-after luxury destinations in the world. Canouan, Mandarin Oriental's latest discovery, is an island gem with elegant colonial-style suites and chic, Italian-design Patio Villas. Nestled along a white powder stretch of Godahl Beach, the resort was created with impeccable attention to detail and is home to a collection of atmospheric restaurants offering a variety of culinary delights accompanied by stunning ocean views. With Mandarin Oriental's reputation for incredible spas, The Spa at Mandarin Oriental, Canouan doesn't disappoint with charming hillside treatment palapas and therapists meticulously trained to relax, sooth and decompress. Immaculate beaches, a championship Fazio-designed golf course and a luxury super-yacht marina are just some of the island treasures that can now be enjoyed with Mandarin Oriental's legendary service. With a balmy Caribbean climate, exquisite surroundings and fabulous facilities, Mandarin Oriental, Canouan redefines the idyllic tropical island getaway.

### **Scope of Position**

The Director of Purchasing works closely with various departments in sourcing products, supplies, materials and equipment; negotiates the most cost effective purchases according to the specifications; gives advice to department heads on their requirements; manages inventory control to meet departments need; and supervises the operation and all colleagues in the Materials Management, Receiving and Storeroom. Must have excellent communications skills, as well as computer and system (preferred ADACO) literate. Must have strong business acumen, result driven to support the financial goals of the Resort.

## **Position Description**

### ***Director of Purchasing***



### **Organisational Structure**

The Director of Purchasing reports directly to the Director of Finances. Purchasing Supervisor, Receiving Clerk and Storekeeper, all report directly to the Director of Purchasing.

### **Duties and Supporting Responsibilities**

- Manage, mentor, develop, train and motivate a dynamic team of purchasing professionals to effectively perform the department's functions.
- Develop and execute specific departmental goals and plans.
- Direct and coordinate activities of personnel engaged in buying and distributing materials, equipment, supplies and Food and Beverage products.
- Develop and implement policies and procedures for the Purchasing Department and ensure they are efficiently followed.
- Manage material flow to insure inventory is maintained to the optimum level to support on time customer deliveries while keeping inventory holdings at the appropriate levels.
- Responsible but not limited to conduct successful month end inventory.
- Responsible of managing and maintaining the ADACO system in preparing, reviewing and process purchase orders and requisitions orders for supplies, equipment and food and beverage.
- Negotiate and execute purchase orders or vendor contracts as needed to support the critical business needs.
- Analyzes market and delivery systems to determine present and future material availability.
- Establishing and maintaining measurable performance metrics for all levels of procurement activities to include but not limited to supplier performance, supplier quality, internal order placement performance, buyer activity levels, financial (AP) performance, and material shortage elimination.
- Report to Dir. Of Finance the measurable status of progress and corrective actions as it pertains to supplier performance.
- Ensure performance improvement and recovery plans are developed, issued, tracked and reported on as required for supply base management and improvement.
- Leads product development commodity strategies in line with corporate initiatives to improve supply chain efficiencies and reduce the total cost of supply chain management.
- Drives usage of cost models to validate commodity strategies and to understand significant cost drivers.
- Manages all activities that develop relationships with suppliers.
- Develops an overall vendor base which creates and sustains a competitive advantage, utilizing global market exploitation, leveraging spend, and leveraging of technologies.
- Manages materials savings initiatives in line with profit plan and overall business objectives.

## **Position Description**

### ***Director of Purchasing***



- Obtain estimates and proposals for regular and special project purchases.
- Analyze proposals and determine appropriate selections of suppliers based on the company standards and expectations.
- Audit vendors to ensure they meet the company's HACCP standards.
- Work closely with the F&B team to have all proper documentation for the FLHSS audit from corporate guidelines.
- Keep updated regarding market fluctuations and conditions of products and merchandise.
- Analyze costs to ensure profit margins
- Responsible for special capital expense purchases.
- Responsible for the supervision of all purchases deliveries ensuring quality, price and service
- Responsible to the Hurricane preparations purchases for Mandarin Oriental Canouan, F&B purchases.
- Research of new innovative items for different areas of hotel.

### **Success Profile for this role**

#### ➤ **Purpose**

#### **Customer focus**

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information (or preferences) and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with both internal and external customers and gains their trust and respect.

#### ➤ **Process**

#### **Drive for results**

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

#### **Functional & Technical Skills**

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

#### **Listening**

Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

#### **Time Management**

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities. Makes decisions in a timely manner.

## **Position Description**

### ***Director of Purchasing***



#### ➤ **People**

##### **Developing direct reports & others**

Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; encourages people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental and talent management system in the organisation; is a people builder.

##### **Interpersonal savvy**

Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

##### **Directing others**

Is good at establishing clear directions; sets stretching goals; distributes the workload appropriately; lays out work in a well-planned and organised manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

##### **Fairness to direct reports**

Treats direct reports equitably; acts fairly; has candid discussions; doesn't have hidden agenda; doesn't give preferential treatment. Provides timely and appropriate feedback.

#### ➤ **Personal**

##### **Self-Development**

Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits. Picks up on the need to change personal, interpersonal, and managerial behaviour and seeks feedback.

##### **Ethics and values & Integrity**

Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. Is widely trusted; is seen as a direct, truthful individual; keeps confidences; admits mistakes and flaws.

##### **Humility**

Can get things done quietly without unnecessary noise; quickly admits flaws and mistakes; is careful to make others comfortable; is authentic; helps others save face in difficult situations; maximises the contribution of all; encourages the expression of viewpoints from all concerned; is modest and self-effacing; respects the views of others.

##### **Composure**

Is cool under pressure; does not become defensive or irritated when under pressure or when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

This document is dynamic and evolving and will change from time to time depending on work and operational exigency.

Mandarin Oriental reserves the right to add, delete, change or modify the job, duties and responsibilities described in this Job Description, at the company's discretion, at any time with appropriate notice.