

WE ARE HIRING

PURCHASING EXECUTIVE

Keeps on top of a company's supply needs. Seeks out high-quality goods and negotiates reasonable prices on orders. Communicates with team members and executives. Oversees a team of Store Keeping

Requirements

- Proven working experience as purchasing Executive in restaurant and hotel industry.
- Familiarity with sourcing and vendor management
- Interest in market dynamics along with business sense
- Strong leadership capabilities
- Ability to work under pressure

STORE KEEPER

Requirements

- Perform general stores keeping duties
- Have a good knowledge of stock management and handle all stock related functions including receipts, arranging, maintaining and issuing of inventories independently
- Maintain all documentation and keep accurate records of movement of goods and stores activities
- Arrange and handle regular and spot stock taking when required.
- Professional qualifications in logistics would be an added advantage
- Computer literacy is required to use in a system
- Positive Attitude
- Ability to work under pressure
- Work long hours when movement of stock
- Should be an absolutely honest and trustworthy
- Minimum of 5 years working experience

**Salary Negotiable but definitely above the industry standards,
Service charge after the probation period, Free Meals while on duty**

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