

Portonovi Resort Management Company, owned by Azmont Investments, will operate Portonovi Resort aiming to redefine standards within Montenegro and across the entire Mediterranean region. The high-end Portonovi Resort will have a character of a long-established Montenegrin setting overlooking the entrance to the stunning Boka Bay. Striving to be inspiringly different, Portonovi will offer unique residential and investment opportunities.

At Portonovi Resort Management Company, we are proud to present our growing Resort and Montenegro to guests from all over the world. The mission of Portonovi is to treat its most important associates, guests and colleagues, with respect and through collective hard work and a friendly environment to deliver the highest quality service to all.

Portonovi Resort Management Company is looking for a **Purchasing Manager**

Apply now and join us on our journey to bringing Portonovi Resort to life!

Purchasing Manager

Responsibilities

- Handling all the purchases of the resort, starting from the normal operational items up to capital expenditures and project related items at approved prices and quality and in accordance with Portonovi (PRMC) policies and standards;
- To manage and co-ordinate purchasing, receiving and issuing functions of the resort including processing of all purchase orders to outside suppliers.
- To control all physical stocks and equipment in various stores.
- Responsible for coordinating and monitoring the purchasing and receiving functions of the resort including processing of all purchase orders to outside suppliers;
- Receives daily market list and PR submitted by various departments;
- Expedites the delivery according to the deadline as per PO;
- Nominating new suppliers and reviewing existing suppliers;
- Liaising with suppliers in all areas of purchasing procedures i.e. deliveries, quotations, contract terms, etc;
- Source for quotations and compares at least 3 suppliers' price and quality;
- To negotiate with suppliers in order to get the best quotation without lowering the requested quality;
- To obtain the best payment terms. (I.e. 30 days credit limit terms);
- To prepare all Purchase Orders and Capital Expenditure requests as per the Purchasing Policy;
- Communicate effectively and inform the expected date of arrival of goods ordered to the Department Heads concerned;
- Monitors all items purchased and received. Solves all related purchasing problems such as inferior quality, non-delivery, late delivery
- To prepare weekly / monthly purchasing status report with estimate date of delivery;
- To keep track of price changes by updating the purchasing system regularly;
- To ensure that the department's operational budget is strictly adhered to and that all costs are controlled and expenditure approved;
- Supervising all Stores personnel; as well as all the issues to departments
- Coordinating with MNE Supply Officer regarding Customs Clearance and supplies transportation to the resort;
- To be alert to any misappropriation of funds or fraud.

- Assisting in the year end stock take procedures; Maintain full confidentiality over the resorts financial status.
- Make sure the daily, monthly and purchasing reports are promptly and accurately submitted; Responsible for distributing purchasing statements and cost reports Reviews, investigates, and corrects errors and inconsistencies in purchasing entries, documents, and reports;
- Prepares work papers and supporting schedules for the annual financial review; Responsible for proper filing system for Purchasing Department;
- Responsible for Purchasing System (e.g. Materials Control) in regards to: prepare invoice control, insert new items, inventory count, etc.

Education and previous experience

- VII education level-University degree qualification in Business Administration or similar field of studies
- (International) Hotel School degree, respectively is a plus
- Minimum of 3-5 years of Management experience;
- Previous experience within the purchasing department of an international 5* Hotel/Resort is a plus
- Previous experience in dealing with HNW individuals

Preferred competencies

- Strong numeracy skills, able to review/create financial reports
- Knowledge of purchasing system (e.g. Materials Control)
- Fluent in English language (spoken and written)
- Knowledge of other languages is a plus
- Computer literate.

If you consider yourself the right person and your professional background matches the vacant position, please send us your CV and references to career@portonovi.com referring on which position you are applying

For further information, please visit www.azmont.com.

Application deadline: 20th of July 2018.

Dare to be different and join the Portonovi family!