



Vacancy: Singita Procurement Officer

LOCATION: SINGITA MANAGEMENT COMPANY JOHANNESBURG

The Procurement Officer reports to the Procurement and Export Manager within the Group Style, Design and Procurement department

Working in Johannesburg, as part of a unique organisation that has hospitality, conservation and community development as its central focus provides the incumbent with stimulating and meaningful learning and growth opportunities

PURPOSE

The Singita Group SDP procurement officer is accountable for the effective (value) procurement of allocated Singita lodge requests. Key lodge personnel should, as a result of the work done by this position, be constantly updated on the progress of requests, receive multiple quotes and best group sourcing practice, be satisfied with the products supplied delivered, at the best process, at the right time.

The management of work flow requests includes; sourcing, procuring, warehousing, distributing and export of stock. The Procurement Officer will also work with the in-house design department and assist with décor related procurement and group projects.

SCOPE OF WORK

- Managing allocated job requests until completed
- Manage logistics for allocated customers goods
- Manage a strong communication link, with both lodges and suppliers.
- Procurement management.
- Supply chain management.
- Sourcing from and negotiating with various suppliers on a regular basis. (Evaluation and selection of suppliers)
- Accounts control, accountable for customer's financials (Accounts receivable (sales) and Accounts payable (COS) and targets.
- Supervise the warehouse teams and ensure goods are correctly packaged and store ready for dispatch
- Work on contracts / projects as assigned by management and or as required.
- Actively contribute to Singita's sustainability programmes within the sphere of your role and to promote sustainability within the wider Singita context.

AS SUCH THE PERSON FILLING THIS POSITION NEEDS TO BE/HAVE

- Strong communication skills
- Motivated and meticulous (An attention to detail)
- Ability to work under pressure and multi-task
- Procurement and negotiating skills
- An organized, structured approach to work with strong administrative skills
- Computer literate, Pastel / Palladium accounts, MS Office, web.
- A good understanding of financial administration
- Hospitality experience/ training is preferable
- Sourcing and supplier knowledge within the hospitality trade (5 star market)
- Warehousing, packaging of containers and logistics experience
- A degree / diploma is preferable
- A minimum of 3 years work experience
- Own transport & driver's License

STANDARD COMPANY BENEFITS

- Cost to company package
- Medical Aid
- Provident Fund
- Annual Bonus

To apply for this position please email your CV and covering letter to jobs@singita.com

ABOUT SINGITA

Dedicated to environmentally conscious hospitality, sustainable conservation and the empowerment of local communities, Singita, meaning “place of miracles,” was founded in 1993 with a single lodge, Singita Ebony Lodge. Built on family owned land in what is now known as the Sabi Sand Game Reserve, Singita’s mission is to share a unique part of the world, while maintaining respect for the natural environment and challenging accepted notions of luxury.

Singita is the trusted guardian of over half a million acres of pristine land in Africa and responsible for successful community development projects, making a tangible difference in the lives of the people living and working in and around its lodges. Singita proudly operates 12 lodges and camps, each a unique experience in its own right, in five regions across three countries in Africa.