



Vacancy: Singita Procurement and Export Manager

LOCATION: SINGITA MANAGEMENT COMPANY JOHANNESBURG

The Procurement and Export Manager reports to the General Manager within the Group Style, Design and Procurement department, and has a procurement and warehouse team reporting to him/ her. The Procurement manager liaises closely with the Design and project teams as well as Lodge Operations, to ensure group strategic and value procurement and operational fulfilment.

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. He / she manages the entire procurement warehouse team daily to ensure efficient workflow and results.

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.

It is key that the senior procurement manager effectively manages the supplier and customer relationships for an effective full turnkey offering.

SCOPE OF WORK

- Manage logistics of all export and imports
- Manage a strong communication link, with both lodges, team and suppliers.
- Manage allocated job requests and Procurement teams allocated requests until completed, flag challenges
- Group Procurement & Supply chain management.
- Warehouse, Yard and Fleet management
- Manage the holding stock ensure systems to account for variance
- Effective management and leadership of the warehouse team daily (GRV, packaging and storage)
- Effective management and leadership of the procurement team daily (ensure best practice and efficient procurement)
- Sourcing from and negotiating with various suppliers on a regular basis and draft contracts ensuring best value
- Ensuring administrative policies and procedures enable an efficient procurement process within the department
- Organisation of a logical system of files/tracking/progress/systems for historical and audits
- Accounts control, accountable for all procurement customer's financials (Accounts receivable (sales) and accounts payable (COS) and procurement forecast sales targets.
- Provide support to the General Manager; keep the General Manager informed of all jobs' status and any issues that he / she need to be made aware of.
- 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 leadership and communication skills
- Business management skills

- Knowledge of export procedures, offshore purchasing and regulations regarding these
- Procurement and negotiating skills
- An organized, structured approach to work with strong administrative skills
- Excellent people skills and people management ability
- Computer literate, Pastel / Palladium accounts, MS Office, web.
- A good understanding of financial administration
- Sourcing and supplier knowledge within the hospitality trade (5 star market) - Hospitality experience is preferable
- Warehousing, packaging of containers and logistics experience
- A degree / diploma is preferable
- A minimum of 4 years work experience
- Own transport & Driver's License

Standard Company Benefits - Cost to company package, Medical Aid, Provident Fund and 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.