

## JOB OPPORTUNITY

### PURCHASER / RECEIVER

#### RESPONSIBILITIES:

- Plan, organize, direct, control and evaluate the purchasing activities of The Westin Wall Centre, Vancouver Airport.
- Create purchase orders and work with suppliers to ensure timely and accurate delivery.
- Develop purchasing policies and procedures and control purchasing department budget.
- Identify vendors of materials, equipment or supplies.
- Maintain proper level of inventory.
- Evaluate cost and quality of goods or services.
- Negotiate or oversee the negotiation of purchase contracts.
- Ensure purchasing practices meet internal policy, regulatory and legal compliance.
- Recommend improvements based on procurement activities such as adapting new methods, quantity discounts, standardization, value analysis and cooperative purchasing.
- Work with vendor commodities information to ensure cost and quality, and advise economical substitutions.
- Liaise between vendors, manufacturers, relevant internal departments and customers.
- Expedite outstanding purchase orders to ensure delivery requirements are met.
- Other duties as assigned.

#### QUALIFICATIONS:

- 2+ years' experience in a purchasing role in a hotel environment preferred.
- Must be able to speak, read, write and understand English.
- Must possess exceptional communication skills both verbal and written.
- Demonstrated ability to be productive, positive and pro-active in a fast paced work environment, reliable and trustworthy.
- Knowledge of overall hotel operations.
- Professional customer relations are a must and mechanical aptitude is required.
- Must be organized and able to work under minimum supervision.
- Excellent MS Office computer skills - Word, Excel, Outlook, PowerPoint.
- Ability to develop and recommend strategies for improvements in cost reduction, quality and process improvement.

**APPLY:** Please email your cover letter and resume to Human Resources at [resumes@wallcentre.com](mailto:resumes@wallcentre.com). All internal candidates should submit an internal application form (signed by your department head).