



## **1. JOB TITLE: Purchasing Manager**

Serengeti

Full time

### **Job Profile**

#### **ESSENTIAL FUNCTIONS:**

- Ensure all local and corporate policies, rules, internal controls and procedures and safeguards as they relate to the Purchasing Department are complied with.
- Ensure proper authorization has been obtained for all hotel-specific purchasing contracts and conduct, manage and complete competitive bids in accordance with policy and ensure bids are on file where applicable prior to execution of contracts.
- Ensure Management Agreement and all other Purchasing Agreement terms and conditions are fulfilled. Monitor the status of slow-moving stocks and ensure a Slow-Moving Stocks Report is circulated monthly to the Director of Finance and the respective Division Heads concerned.
- Ensure that all purchase order requests are properly documented and accounted for, completed and approved before a purchase order is prepared and the items are purchased.
- Supervise the day-to-day functions of the Receiving Clerk and ensure that all items received by the hotel are properly documented in accordance with Four Seasons Purchasing and Receiving Procedures. It needs to be applied at Arusha office (77) and at the lodge.
- Manage purchasing team rotation between Arusha office (77) and the lodge.
- Assist Accounts Payable Clerk in researching any discrepancies on invoices.
- Ensure that all storage areas are secure, clean and properly organized.
- Establish and maintain par stocks on all inventoried items, keeping in mind that inventory levels must be kept as low as possible without compromising the efficiency of the hotel.
- Complete the corporate annual operating equipment and supply requirements with the corporate Purchasing Department and the appropriate hotel department heads, including quarterly review and update of annual forecasts.

- Coordinate purchases related to capital projects with the corporate Purchasing Department as well as outside contractors.
- Conduct frequent quality control audits to ensure staff is properly trained and following established procedures.
- Familiar with hygiene standards and perform hygiene audits as required.
- Familiar with Food & Beverage and other operating products used in hospitality business. Monitor daily costs and prepare or review a daily and month-to-date Food & Beverage Cost Report.
- Cost and record steward sales and other similar cost credit items on a daily basis.
- As required, attend Food & Beverage Meeting to review prior month's Food & Beverage Cost Report to highlight actions.
- Attend Expiration Meeting with Food & Beverage managers to limit and control disposal items.
- Attend Shipment Meeting with concerned department to control overseas shipments ongoing.
- Ensure goods importation process is up to date at all the times with local requirements from local authorities in charge of importation regulation.
- Ensure COC (Certificate Of Conformity) is done before shipping process to avoid penalty fees while clearing goods from customs.
- Obtaining the COC is the responsibility of the Purchasing Manager.
- Avoid penalties from local authorities while importing goods from overseas.
- Must be willing to work a flexible schedule in order to accomplish the required duties and be willing to assist in the absence of any member of the department.
- Follow all Finance & Hotel Policies & Procedures and Internal Controls in the performance of one's duties.
- Be willing to assist with hotel or departmental initiatives as applicable.
- Perform any additional duties as assigned by the Director of Finance.
- Constantly keep abreast of new products, services and processes and consult with hotel management on feasibility of implementation.
- Ensure that the department works closely with the Chef and the Food & Beverage Director to purchase the highest quality products while constantly searching for the most competitive price.
- Assist the Director of Finance and Assistant Director of Finance in preparing forecasts and budgets as required locally, by corporate office or Management Agreement.
- Coordinate and participate as necessary in all month-end, quarterly or annual inventories of food, beverage, operating equipment and supplies.
- Ensure Procurement System is well maintained and new users trained properly.
- Support Home Office and the hotel's Safety Committee and Green initiatives.
- Work closely with consultants to ensure the full benefit of their advice is realized.

#### **KNOWLEDGE AND SKILLS:**

Education: College Certificate or Diploma.

Experience: Two (2) to five (5) years experience with a Purchasing Department, preferably within a hotel

**Skills and Abilities:**

- Require working technical knowledge of generally accepted accounting principles and all corporate policies and procedures.
- Require a strong experience on importation process in Tanzania.
- Require knowledge of and the ability to operate computer equipment and excellent Excel and Computer Skills, Material Control knowledge would be ideal and greatly valued.
- Strategic, analytical and have solid business acumen.
- Excellent written and verbal communication skills to prepare and deliver reports, effective presentations and to facilitate meetings.

**Travel required:** Can be requested to travel between Arusha office (77) and the Lodge. Position based at the Lodge.

## **APPLY HERE**

### **2. JOB TITLE: Learning & Development Manager**

Serengeti

Full time

**ESSENTIAL FUNCTIONS:**

1. Helps drive service quality assurance program
  - Partners with peers and superiors to determine performance gaps and learning needs
  - Works with training council to review key metrics (glitches, LQA, Coyle, standards missed, GES scores) and plans training activities accordingly
  - Is involved in ensuring the necessary training and learning is conducted in departments on a consistent basis
  - Trains managers to train their employees in the needed skills area
2. Manages an effective standards training program and ensures Standards Training Manuals are updated regularly and training checklists are turned in for new hires
3. Maintains an effective Designated Trainer (or Learning Coach) programme.
  - Responsible for an indirect reporting relationship with the Designated Trainers, ensuring their roles and responsibilities are supported, developed, and adhered to in standards achievement and improved guest satisfaction.
  - Trains new Designated Trainers (DT) when required and regularly coaches and develops Designated Trainers (DT) in their role and responsibilities
4. Bases the direction for learning on a thorough Learning Needs Analysis.

- Creates and produces an annual Learning Needs Analysis (LNA) and Training Plan aligned to property's goals & budget cycle.
5. Designs solutions for learning needs by rapidly creating and developing learning programs that target performance gaps.
  6. Evaluates the effect of training programs and initiatives through measuring results and monitoring behavioural change.
  7. Coordinates and co-facilitates all components of EMBARK for all new hires to standard.

### **Leadership & Talent Management**

- Co-facilitates and/or coaches others to facilitate Management Development Programs (MDP) and Toolkits
- Is certified to deliver the STEPS program (Supervisory Development Program) and adapts the program to local needs
- Creates and develops blended learning programs that target management competencies
- Assists Managers with writing their development plans, ensuring the contents are focused on experience-based learning
- Ensures new managers to the company are given the knowledge and skills to successfully complete their 90-day probationary period
- Ensures every college recruit completes a structured program with learning objectives
- Supports the HR department with the Top Talent program

### **General**

- Regularly benchmarks the learning function with Corporate Learning Success Levels
- Markets the learning function's programs, initiatives, and e-Learning
- Prepares and produces monthly and quarterly training calendars that reflect performance gaps and learning needs
- Prepares and maintains training attendance records in Workday Creates and adheres to an annual budget for all training programs, initiatives, and learning resources Is an active member of the Bluewater innovation committee Coordinates and organises programs facilitated by internal and external trainers
- Participates in and/or supports Lodge Committees (e.g. Safety Committee, Green Committee, etc.)
- Assists in coordinating and participates in employee relations events
- Attends scheduled Learning Manager conference Comply with Four Seasons' Category One and Category Two Work Rules and Standards of Conduct as set forth in Employee handbook.
- Works harmoniously and professionally with co-workers and supervisors.
- May be required to temporary relocate to Arusha logistics office to help.

### **NON-ESSENTIAL FUNCTIONS:**

- Organize and supervise all employee recreation programs include parties, general meetings, employee relations events, etc.

- Respond to and attend any related hearings for all employee claims against the Lodge including Workers' Compensation, Unemployment, Department of Labor and Wage & Hour concerns.
- Actively support the Lodge Committees (incl. Safety, Green, Cafeteria, etc).
- Ensure that the cafeteria, employee entrance and Accommodation areas are clean and orderly.
- Perform any other duties as assigned by Management.
- May be required to temporary relocate to Arusha logistics office to help.

**KNOWLEDGE AND SKILLS:**

Education: College education or equivalent experience

**Experience:**

Experience required by position is from two to four years of employment in a related position with Four Seasons or other organization.

**Skills and Abilities:**

- Requires a general working knowledge of Labor laws.
- Working knowledge is generally learned on-the-Job or through a series of professional certifications.
- Requires knowledge of the ability to operate computer equipment.
- Ability to read and speak and write English.

**APPLY HERE**