

The 4* Westport Hotel Group are currently recruiting for a **Group Purchasing Manager**

The ideal candidate will have minimum 2 years experience in a similar role.

You will work alongside the Head of Department Managers in Operations, Marketing, Finance and Purchasing across the four properties in ensuring the efficient and economic management of the purchasing portfolio, including sourcing & management of supplier products and services to support business operations.

The role will involve managing existing relationships with our suppliers and exploring alternative and new suppliers to meet our growth ambitions and innovation strategy.

Candidate Profile:

- Excellent Negotiation Skills.
- You must be a team player with advanced interpersonal skills.
- A genuine passion for working with people and building relationships.
- Excellent communication skills across a variety of situations including presentation skills, written and verbal.
- You are self-directed, motivated, results and target focused
- Driven and ambitious with a 'can do' attitude
- Very high attention to detail and commercial acumen
- A growth mindset. Willingness to own problems and a desire to make things better.

Skills and Experience

- Strong Interpersonal communication skills - internally and externally including the ability to summarise and articulate and provide clarity of information and interpretation to non subject matter experts.
- Planning & Organising skills
- Analytical and problem solving abilities
- Networking and keeps abreast of functional best practice
- Strong financial acumen
- Proven procurement experience
- Working knowledge of relevant legislation regarding procurement and drafting contracts
- MRP/ERP systems
- Management experience