

*Fairmont Southampton is a premier luxury resort and regarded as a leader in the hospitality industry. Our mission is to turn moments into memories for our Guests. An exciting hospitality career awaits you if you are committed to providing our Guests with an authentically local experience through providing warm and engaging service.*

### DIRECTOR OF PURCHASING

Reporting to the Regional Director of Finance & Business Support the successful candidate will be responsible for Receiving, Stores and Warehouse, directing the materials management and purchasing functions to achieve service and inventory goals; in addition to developing best practices.

#### Responsibilities include:

- Establishing and maintaining measurable performance metrics for all levels of procurement activities to include: supplier performance/quality, internal order placement performance, buyer activity levels, financial performance and material shortage elimination
- Identifying and implementing process improvements to maximize efficiency and accuracy
- Ensuring performance improvement/recovery plans are developed, issued, tracked and reported; including reporting to management the measurable progress/corrective actions status as it relates to supplier performance
- Negotiating and executing purchase orders or vendor contracts as needed
- Managing material flow to ensure inventory is maintained to optimum levels
- Developing and implementing commodity/supply strategies covering all commodities, services and supplier processes to deliver maximum value, leverage and standardization
- Developing a vendor base which creates and sustains a competitive advantage, leveraging spend and technologies. Includes selection/de-selection, evaluation and rationalization of vendors etc.
- Managing materials savings initiatives to align with profit plan and business objectives
- Preparing, monitoring and reporting variances on the Department's budget
- Using cost models to validate strategies and identify significant cost drivers
- Managing all activities which develop relationships with vendors and related stakeholders
- Recruiting, developing and leading a dynamic team of purchasing professionals. Includes, training, mentoring and performance management
- Administration includes participating in various meetings, preparing reports etc.
- Performing other related duties

#### Qualifications:

- Bachelor's Degree in Purchasing or equivalent Materials Management certification preferred
- 5 years' relevant progressive experience, to include 2 years' supervisory experience, preferably in a high volume resort or comparable environment
- Exemplary record meeting substantial materials cost reduction targets
- Ability to safely operate a forklift and other warehouse vehicles and equipment
- Ability to perform heavy manual work, lifting and moving stock
- Superior organizational, communication, interpersonal, customer service, time management, analytical and problem-solving skills
- Proven ability to exercise good judgement in developing alternatives and/or recommending, implementing solutions
- Ability to interact tactfully and effectively, collaborating with all levels of the organization as well as vendors and other stakeholders
- Ability to use Software Procurement System
- Proficient with MS Office suite required. Ability to learn new applications

### CREDIT MANAGER

Reporting to the Regional Director of Finance & Business Support the successful candidate will be responsible for maintaining effective credit procedures in compliance with established policies and procedures; includes efficient controlling/monitoring billing and collection of all accounts receivables.

#### Responsibilities include:

- Establishing and maintaining credit policies and procedures regarding billing, collection, credit cards, cheque cashing, related enquiries etc. in accordance with established corporate guidelines
- Investigating all requests for billing and function as final credit approval authority; includes communicating decision to managers
- Reviewing with Assistant Controller all delinquent accounts and implementing collection procedures; includes maintaining a current activity log, writing off or adjusting uncollectable accounts
- Scrutinizing all accounts to ensure adherence to the credit policy; includes pursuing and collecting delinquent accounts, providing status reports of uncollectible accounts and referring delinquent accounts to a collection agency
- Ensuring prompt, accurate and efficient system for billing of current and aged accounts
- Maintaining a 30 and 60 day report identifying all groups and local catering events. Includes collaborating with managers to ensure that all associated accounting requirements are adhered to in accordance with established procedures/timelines
- Front Office includes reviewing the Guest Ledger High Balance report daily and reporting discrepancies, ensuring check-in/check-out procedures protect the resort without negatively impacting guests
- Reviewing Credit/Accounts Receivable operation and recommending/implementing improvements
- Developing and maintaining a courteous and collaborative working relationship with all stakeholders
- Recruiting, developing and leading assigned resources; includes, training, mentoring and performance management
- Measuring department's performance using appropriate metrics
- Administration includes establishing and maintaining accurate related records, chairing and/or participating in various meetings (including credit meetings and preparing minutes) , preparing required reports in accordance with established deadlines, providing orientation for colleagues as required, responding to all enquiries promptly and professionally
- Performing other related duties

#### Qualifications:

- Bachelor's Degree in Accounting, Finance, Business Administration or equivalent certification
- 5 years' relevant progressive experience in Credit and Collections, to include 2 years' supervisory experience, preferably in a high volume resort or comparable environment
- Strong audit experience is an asset
- Proficient in reading/interpreting financial statements
- Superior proven skills: communication (verbal and written), report writing, problem-solving, analytical, presentation and time management
- Must be accountable, pro-active, methodical, meticulous, organized and prudent with a superior work ethic
- Proven record of excellent customer service, team and interpersonal skills
- Ability to interact tactfully and effectively, collaborating with all levels of the organization and other stakeholders
- Must work flexible schedule as required
- Proficient with MS Office suite required. Ability to learn new applications

### WAREHOUSE SUPERVISOR

Reporting to the Inventory Manager the successful candidate will be responsible for managing a broad variety of warehouse activities including shipping and receiving, maintaining inventory and associated records.

#### Responsibilities include:

- Supervising and assisting with daily warehouse and shipping activities to include: unloading and storage of materials, supplies etc., loading materials, stock to delivery vehicles, filling and distributing orders, ensuring accuracy of shipments and supporting documentation, receiving incoming materials and routing to appropriate areas
- Purchasing within delegated authority, ordering, stocking and issuing supplies, materials etc.
- Managing storage space is utilized efficiently to include: meeting with stakeholders, interacting with end users and Purchasing team to review usage data versus storage space limitations
- Ensuring inventory is effectively controlled to include: accurately storing, recording and reconciling supplies, materials, equipment and conducting periodic and an annual inventory
- Developing and maintaining departmental work instructions for all tasks
- Analyzing storage, equipment, customer service and work procedure requirements and feedback. Make recommendations for improvements
- Ensuring equipment is operational and promptly reporting issues
- Ensuring warehouse spaces are clean, orderly and organized and operates safely and efficiently
- Assisting with the management of the department budget
- Assisting with recruitment, training, mentoring, scheduling and performance management for assigned team
- Administration: Participating in various meeting, preparing reports as required
- Ensuring compliance with policies, procedures, health and safety protocols
- Assisting team as required
- Performing other related duties

#### Qualifications:

- 2 years' relevant storekeeping experience, to include 1 year supervisory experience, preferably in a high volume resort or comparable environment
- Ability to safely operate a forklift, pallet jacks as well as other warehouse vehicles and equipment
- Clean Driver's Licence is an asset
- Ability to perform physical activities: heavy manual work, lifting and moving stock, pushing, pulling heavy materials, equipment, boxes etc.
- Superior organizational, communication (verbal and written), interpersonal, customer service, time management, analytical, supervisory and team skills
- Proven ability to exercise good judgement in developing alternatives and/or recommending, implementing solutions
- Must be detail oriented and multi-task
- Ability to interact tactfully and effectively with all levels of the organization as well as vendors and other stakeholders
- Basic computer skills to include using a computerized procurement system for receiving, stock control etc.

### BARTENDERS

Reporting to the Maitre'D

**Responsibilities:** Consistently offer professional, friendly and engaging service, assist guests regarding all beverage menu items in an informative and helpful way, mix drinks and control the beverage stock as per guidelines, have full knowledge of beverage lists and promotions, have full knowledge of all menu items, garnishes, contents and preparation method, follow outlet policies, procedures and service standards, follow all safety and sanitation policies when handling food and beverage, other related duties as assigned

**Qualifications:** Previous bartending experience, excellent knowledge of all beverage products, previous point of sale system experience an asset, excellent communication and organizational skills; responsible & reliable, strong interpersonal and problem solving abilities, ability to work well under pressure in a fast paced environment, ability to focus attention on guest needs, remaining calm and courteous at all times

**Schedules: Irregular hours including nights, weekends and public holidays apply to these positions**

**All successful candidates are required to work cohesively as part of our team in a demanding, multi-cultural diverse environment**

**Apply Online To:  
www.fairmontcareers.com**

**Human Resources: 101 South Shore Road, Southampton SN02/  
Telephone 238-8000/Fax: 238-0680**

**Closing Date: 19 July 2016**