



Our Client, a local company, currently has an opening for a highly motivated **Director of Inventory and Purchasing**. They currently operate a full service restaurant and other hospitality enterprises with plans for continued expansion.

## ► DIRECTOR OF INVENTORY AND PURCHASING

### **Duties will include, but are not limited to:**

- Overall responsibility for managing the company's perishable and non-perishable inventory to ensure adequate supply and freshness while minimizing spoilage and controlling costs
- Collaborate with senior executives and other staff from various departments to ensure business goals are met
- Analyze data to anticipate future needs

### **Inventory Control**

- Develop, implement and manage proper inventory control and purchasing procedures and processes to ensure adequate supply and minimize surplus and waste
- Order and receive daily deliveries and shipments and reconcile to inventory orders
- Report to upper management on spoilage, stock levels, issues etc.
- Monthly coordination of physical inventory counts
- Reconcile all food and beverage deliveries (for quantity and quality)

### **Purchasing**

- Place orders to replenish stock
- Work closely with the Executive Chef in order to maintain best quality and achieve reduced costs
- Reconcile unit price on invoice to quotation or contract price to ensure purveyor is charging correctly
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Identify and implement software to monitor demand and document characteristics of inventory

### **Minimum requirements:**

- Associate Degree in Business Administration or Mathematics
- Minimum of 2 years' experience as an Inventory and Purchasing Manager or in a similar position
- Excellent knowledge of data analysis and forecasting methods
- Working knowledge of inventory management and purchasing software
- Ability to accurately track inventory and create reports
- Experience in supervising and training staff
- Excellent communication, reporting and organizational skills
- Ability to work under pressure and attention to detail
- Must be prepared to work extended hours and public holidays, as required

This role is physically demanding and requires the ability to lift 50 pounds and frequently stand, walk, crawl, climb, push, pull, kneel, etc.

Interested applicants may apply to **job code B808322** in the Job Seekers section at **[www.frontier.bm](http://www.frontier.bm)** or via email to **[info@frontier.bm](mailto:info@frontier.bm)**. Please include a current resume, cover letter, and 2 professional references.

Closing Date: October 31, 2016.

### **Frontier Financial Services Limited**

31 Reid Street, Hamilton HM12  
(441) 295-7653