**Recruitment Advertisement**

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| Position: | Purchaser |
| Company / Establishment: | Compass Group Hong Kong Limited |
| Location / Address | The Executive Center Suite #22 Level 23, One Island East, 18, Westlands Road, Hong Kong |
| Company / Establishment  Description /Overview | F&B Company |
| Key Job Responsibilities: | |  |  | | --- | --- | |  | * Responsible for bulk purchase of Food and Beverage * Monitor and liaise with suppliers to ensure performance, pricing, quality and on-time delivery * Responsible for administrative assisting to the Chef/Managers of the culinary team. * Including but not limited to purchasing and delivery reconciliation via the culinary software tracking system activities, producing operational reports, calendaring, booking travel, liaison between department heads and the Chefs. | |
| Experience Requirement: | * BBA, Higher Diploma or above in Supply Chain Management, Procurement or related discipline * 1-3 years’ experience of Purchasing in F&B/hospitality industry * Good negotiation and interpersonal skills * Proficient in MS Office applications especially in Words and Excel * With passion in F&B purchasing will also be advantage * Immediately available is preferable |
| Expectations: | 2-3 years in purchase or Procurement experiences |
| Position Reports to: | Sous Chef |
| Remuneration Package: | 5 days’ work, Public Holiday, Medical insurance, Discretionary Bonus, hospitalization, Excellent career prospect |
| Application Requirement | Resume |
| Email to: | [hr@compass-hk.com](mailto:hr@compass-hk.com) |
| Deadline of Application: | 30/Apr/2019 |