**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 / EstablishmentDescription /Overview | F&B Company |
| Key Job Responsibilities: |

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|  | * 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.
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| 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
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| 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 |
| Deadline of Application: | 30/Apr/2019 |