



FINANCE PURCHASING MANAGER

The Reef Hotel Casino operates a Boutique Casino and 5-Star Accor Pullman hotel in Cairns Far North Queensland.

The property is located in Cairns on the doorstep to the Great Barrier Reef, World Heritage Rainforest and is 10 minutes from the Cairns International/Domestic Airport and within close proximity of public transport and shopping centres.

We are currently seeking a **purchasing manager** with proven leadership qualities who can confidently handle a fast paced role.

You will be responsible for:

- Setting the standard for the stores team to ensure professional, prompt and accurate service is provided to operational departments at all times.
- Building and maintaining strong relationships with suppliers.
- You will oversee all operational purchases, including food and beverage, and participate in stock control and cost analysis.

Essential Experience / skills:

- Previous experience as a manager/supervisor in purchasing, preferably in the hospitality industry.
- Excellent communication skills both written and verbal.
- Personal pride in your work, attention to detail, able to achieve and maintain high standards.
- Ability to prioritise, work under pressure and meet deadlines as well as independently analyse and solve work related issues.
- Advanced computer literacy, experience in using Check EAM purchasing or similar system an advantage.
- A good knowledge of cost control, invoicing, stocktaking and stock management.
- A team player who is able to maintain strong supplier and customer relationships both internal and external.
- Understanding of compliance in regard to OH&S requirements and food safety regulations.
- Knowledge and familiarity with beer systems.
- A forklift licence.
- Ability to work flexible hours if required.

Staff benefits include: In house training for career development. Amenities including shower facilities and staff lounge.

Accommodation, food & beverage discounts for you, family and friends (dependant on tenure).

Clean safe multicultural, people friendly environment.

If you meet the above criteria and feel that you will be an asset to our team we encourage you to apply.

Only short listed applicants who meet the above criteria will be contacted.