JOB DESCRIPTION

Procurement Manager | Procurement Department

Company

Delivering a modern interpretation of Vietnamese culture, style and design, Wink Hotels offers an energetic approach to hospitality. By coupling personalized and thoughtful service alongside unique and streamlined experiences, Wink aims to captivate, fascinate, and engage with each guest. Under the parent companies of Indochina Capital, Vietnam's leading real estate, investment and financial services firm since 1999; and Vanguard Hotels, Singapore based hotelier providing quality, affordable, branded hotel products across Southeast Asia since 2008, Indochina Vanguard Hotels Pte. Ltd. was born to launch Wink Hotels in 2018, a vibrant new brand of hotel created for the modern traveler.

Wink Hotels are arriving in the major urban areas of Ho Chi Minh City, Hanoi and Danang and expanding into other areas of Vietnam and beyond.

Culture

At Wink, it's important we cultivate a mindset that celebrates curiosity and empowers individual personalities. Leading by example, hands-on application and peer coaching guide our company ethos of team collaboration and commitment to our communities, from our guests to our colleagues. Sense of belonging, playfulness, passion, personalization and encouragement drive our mission of creating a "community of one."

Job Summary

Procurement Manager is responsible for the overall implementation and control of the company's policy manual, standard operating procedures and strategies to ensure timely, quality, and cost-effective purchasing service delivery for the hotel, serviced apartments, property management.

This position reports to the Financial Controller and will work closely with other Head of Departments.

Personality & Ethos

- Clear, confident in all means of communications
- Process-oriented, detail-minded, organized
- Self-motivated, proactive, and takes initiative
- Accountable, responsible, reliable
- Able to stay calm and positive under pressure

- Demonstrates high self-esteem, self-management, integrity and honesty
- Analytically minded, decisive, creative and thoughtful problem-solving
- Multi-tasker; manages time and prioritizes effectively
- Thrives in fast-paced, changing environment
- Navigates short-term and long-term planning simultaneously
- Resilient to adversity, adaptable to change
- Embraces diverse cultures and being a team player
- Embraces and drives "Wink" personalization, brand and culture

Responsibilities

- Establishing and implementing procurement systems and processes, whereby the policies and procedures are in accordance with the approved standards
- Managing the daily activities of all procurement functions; performing inventory management and control
- Reviewing and following up on administrative tasks and system update and data entry on a regular basis
- Being responsible for sourcing of vendors, negotiation of contract prices of equipment, supplies and materials, food and non-food items; conducting fieldwork, site and or item inspection, especially for new vendors and contractors
- Being responsible for the procurement of all OS&E requirement based on approved specifications and quantities provided; assisting and initiating FFE procurement as required
- Being familiar with procurement trends and best practices; assessing and improving the current systems and processes based on the evolving market condition, policy and standard operating procedure, if necessary
- Receiving, reviewing and recommending the suppliers' quotations to be processed; knowing, complying, checking and monitoring the required purchasing approval formalities and sign off
- Receiving, reviewing and recommending the suppliers' statements of account for payment preparation; knowing, complying, checking and monitoring the required documentation for the timely processing of payments in coordination with the finance department; ensuring that the company is in good payment standing
- Maintaining and keeping record of the procurement transactions and related documentation; preparing and submitting procurement related documentation and required monthly reports

- Understanding continuing update and compliance of the relevant policies, procedures and service delivery standards of this position
- Understanding, continuing update and compliance of human resources policies, procedures and code of discipline; while promoting management, team and cross department support, leadership, professionalism and good relations
- Performing other related duties and functions assigned by the Financial Controller

Work Experience Requirements

- Proven performance record with at least four (4) years hotel / hospitality operations experience as a Procurement Supervisor / Manager or equivalent; pre-opening and/or hotel operations experience would be considered
- Bachelor's degree in business administration, finance / accounting, hospitality management or equivalent
- Good written and verbal communication skills in both Vietnamese and English
- Strong procurement operations background: proven capabilities in leading and managing the procurement's initiatives, business plans and budgets to achieve efficiency targets and KPIs
- Expanded supply chain / supplier network for food and non-food, trade and non-trade items
- Highly effective and efficient in maintaining high level department operations standards while exercising prudence on cost and related expenses
- Strong leadership skills; good at coaching and empowering others
- Proven capabilities in department support functions and relations; strong and natural leadership in people engagement and relations, development and retention; organizational culture and diversity, team spirit and esprit de corps; excellent motivator and communicator.
- Ability to think critically, offer solutions, anticipate problems and provide action plan formulation; provide high level of attention to detail
- Computer literacy, knowledge of Microsoft Office applications, Hotel operations systems and POS