



Purchasing

La Favela currently seeking for a **Purchasing**. The activities such as review purchasing decisions, orders, and vendor contracts. Oversees the ordering of materials, supplies from vendors, and oversees most day to day operations.

What you will do in this position:

- Plans, prioritizes and communicates the daily work assignments for direct reports.
- Coordinates efforts with peers and purchasing team in central office to improve overall team performance.
- Ensures work is completed on time and done in a manner that meets expectations.
- Interacts with internal customers to provide expeditious customer service.
- Manages inventory levels especially in bar to meet production requirements and financial budgets.
- **Handling inventory for 8 bars, 2 warehouses, pre order to head office, and receiving order and make sure the order meet the requirements.**
- Manages vendor contract stocking agreements with an annual review plan to qualify renewal.
- Establishes and maintains clear and effective purchasing policies and procedures.
- Facilitates cross functional meetings to resolve open issues as needed.
- Coordinate with workers for any request of stock (Tukang)

What you need to succeed in this position:

- Good knowledge in purchasing area, provided by minimum 1 year experience in this position.
- Excellent interpersonal skills in team oriented environment
- Effective analytical, problem-solving and decision making skills
- Flexibility to work in an environment that is evolving and changing
- Excellent skills in English
- Be able to operate computer, system (especially Quinos) and Microsoft Office
- Accounting background preferred