



RESOURCE LIBRARY
STRUCTURE & ORGANISATION
Job Description

CODE: 02.04.462

EDITION: 1

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Title: 职位	Purchasing Manager 采购经理
Department: 部门	Finance-Purchasing Department 财务部-采购部
Hierarchy: 等级	Reporting to Director of Finance 向财务总监汇报
Direct Subordinates: 直接下属	Purchasing Clerk 采购员
Indirect Subordinates: 间接下属	N/A 不适用
Category /Level: 类别/等级	Level 3 3 级

Scope/职责范围:

- To procure quality food, beverages, materials, equipment, supplies, and services for the hotel while minimizing cost. All work is carried-out in line with the hotel's guidelines and business plan, the departmental business plan, corporate guidelines. The job incumbent works in line with the hotels guidelines and business plan, and Bavaria Hotels International guidelines and service concepts
为酒店采购优质食品、饮料、材料、设备、用品，及服务，同时最大限度地降低成本。按照酒店的指导方针和经营计划、部门经营计划、企业指导方针开展各项工作。任职者根据酒店的指导方针和经营计划、巴伐利亚国际酒店准则和服务理念工作

Responsibilities and Obligations/职责和义务:

- Insures the lowest cost consistent with required quality standards on a timely basis by procuring foods, beverages, materials, services, equipment, and supplies
确保以符合规定质量标准的最低成本，及时采购食品、饮料、材料、服务、设备和用品
- Initiates purchase requisitions as required
根据要求提出采购申请
- Identifies local vendors and negotiates rates
确认本地供应商，洽谈价格
- Maintains working relationships with local vendors
与本地供应商保持工作关系
- Assures timely deliveries at the lowest cost by handling and processing orders
保证以最低的成本及时交货，并办理或处理订单
- Assures requisitions are properly approved
保证采购单得到相应的批准
- Maintains follow-up system on all purchases
保持对所有购货采取跟踪制度
- Verifies price on corporate contract items



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验证企业合同项目的价格

- Follows corporate guidelines on purchasing from corporate suppliers
遵守企业从供应商那儿采购的指导方针
- Directs, handles and supervises receiving, storage, and distribution of all goods to effectively and efficiently meet hotel and corporate requirements
指导、处理和监督所有货品的接收、储存和配送，有效或高效地满足酒店和公司的要求
- Ensures that purchased items adhere to corporate standards; takes corrective action as required
确保采购的物品符合企业标准;根据需要采取纠正措施
- Ensures that all merchandise on invoices is counted or weighed
确保对发票上的所有商品进行计算或称量
- Verifies information on dates and prices of goods
验证日期和货品价格信息
- Maintains all necessary control records and reports
保管所有必要的控制记录和报告
- Assures stocks are up to par
保证库存达到标准
- Rotates stocks appropriately
适当地周转存货
- Processes and files executed requisitions properly
妥善处理并登记执行的申请单
- Maintains the competitive status and profitability of the purchasing operation by monitoring industry trends and recommending appropriate action to be taken
监视行业发展趋势，并建议采取适当的行动，从而保持竞争地位和采购作业的盈利能力
- Provides assistance in the calculation of cost of foods and other goods and services based on purchase price
提供基于购买价的食品和其他货品和服务的成本计算的援助
- Secures competitive bids as required and requested
按照要求或请求保证竞争性投标
- Assists in the preparation of the annual budget, departmental business plan, and ensures performance is in line with approved budgets, and makes appropriate recommendations as necessary
协助编制年度预算、部门经营计划，并确保绩效与核准的预算一致，必要时提出适当的建议
- Prepares reports, as requested, to maintain and develop an informative data base for improved management decision making, and critical evaluation of work activities
按照要求编制报告，开发并维护用于改善管理决策和工作活动批评性评价的信息数据库
- Brings needs for repair or maintenance to the attention of the Director of Finance and Controlling.
使财务总监注意到维修或保养的需求

Security, Safety and Health / 保障, 安全及健康:

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。

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- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵循应急程序以确保客人和员工的安全。
- Works in a safe manner that does not harm or injure self or others.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳的个人卫生，着装，仪容仪表，肢体语言及行为。

Competencies 能力要求:

- Good command of English language.
良好的英语水平。
- 1 – 2 years experience working in hotels.
1至2年的酒店工作经验。
- Good knowledge of Microsoft Excel, Word, Outlook.
熟悉Microsoft Excel、Word、Outlook等办公软件。

Interrelations 相互联系:

- Liaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners, local community, local authorities and intermediaries in order to create optimal business opportunities and community relations for the hotel.
与各部门保持联络，以确保平稳运作，并与客人、商业伙伴、本地社区、地方当局和中介机构建立有效的合作关系，以便为酒店创造最佳的商业机会和社区关系。


Work Conditions 工作条件:

- Regular hours with extra times occasionally.
正常工作时间与偶尔的加班时间。

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____

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审批人 _____

I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期