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Title: 职位名称	Purchasing Officer 采购员
Department: 部门	Finance-Purchasing Department 财务部-采购部
Hierarchy: 等级	Reporting to Purchasing Manager 向采购部经理汇报
Direct Subordinates: 直接下属	N/A 不适用
Indirect Subordinates: 间接下属	N/A 不适用
Category/Level: 类别/等级	Level 6 6 级

Scope/职责范围:

- To assist the purchase manager on all inward materials for pre opening / operations and mediating smooth relationship between purchasing and user departments
协助采购部处理开业筹备/运营中的所有进料，并理顺与采购部和使用部门之间的关系

Responsibilities and Obligations/职责和义务:

- To maintain the agreed quality and quantity of goods delivered by suppliers see that the hygiene procedures are followed correctly.
保持供应商交付的货物与约定的质量和数量一致，并查看是否正确遵循了卫生程序。
- To handle all the operational tasks which are committed by Purchase Manager
处理采购部经理承诺的所有义务工作
- To take out pending Purchasing order report on a day to day basis and forward to Purchase Manager
每天编制出待办采购订单报告，并转交给采购部经理
- To follow up with Accounts payables for reconciliation of suppliers payment grievances
跟进应付账款的处理，调解供应商对支付的不满
- To verify the LPO as per comparisons justified and documented
通过比较验证本地采购订单的合理性，并进行记录
- To keep the correspondences on Assets and capital expenditure purchases
保持资产及购买资本支出的一致性
- To ensure purchase orders and requests are technology enabled.
确保采购订单和请求得到技术支持。
- To follow up with hotel engineer and kitchen for emergency issues.
跟进处理酒店工程师和厨房的紧急问题。
- To float the enquiries by mail or fax or post and get the 3 quotations.
通过邮件或传真或邮寄提出询盘，并获得3份报价。
- To assist PM on comparison studies of various capex proposals
协助采购部经理对各种资本支出建议进行比较研究
- To track the market news from daily media and update price penetration to PM
从日常媒体跟踪市场信息，并更新渗透价格，同时上报给采购部经理
- To keep the media clippings for future reference
保存媒体剪报，以备将来参考
- To able to reach the hotel on holidays in case of emergency business arises but not on vacation



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在未度假情况下，能够在出现紧急事务时及时到达酒店

- To support the Stores and controls for getting cross training exposure

对仓库提供支持，并控制交叉培训机会

- To keep a track on items available with user departments.

对使用部门可用的物品进行跟踪。

- To handle the cash float and record them day to day basis in a prescribed format
- 处理定额备用金，每天以规定的格式记录

- To make proper amendments when prices are changes as instructed by PM

根据采购部经理的指示更改价格时，应进行适当的修改

- To support the store men on inventory levels and ensure operational get the items timely

在库存水平上对仓库保管员提供支持，并确保运营部及时获得物品

- To inform Cost Controller in case of perishables not stored at cold rooms in time by Kitchen representative.

厨房代表未及时将易腐食品储存到冷藏室时，应通知成本控制经理。

- To ensure all Delivery documents/Invoices are properly made by supplier while deliveries being made

确保供应商交货时妥善提供所有交货单据/发票

- To ensure all the items are received in a proper pack with labels except vegetables and fruits.

确保接收的所有货品均采用适当的包装并贴有标签，蔬菜和水果除外。

- To maintain a filing list where all correspondences are recorded for anytime verification in detail

保管备案清单，记录所有函件，以便进行随时详细验证

- To ensure the office is clean and tidy

确保办公室干净整洁

- To ensure the weighing instruments are kept tidy by receiving clerk and free from any weight error
- 确保收货员使衡器保持整洁，无任何重量误差

- To get a short supply note before lunch session and order them for subsequent deliveries if items are needed by Chef

午餐会前获得缺货原料单，并命令供应商随后交付厨师所需的货品

- To monitor the rejection advice report and make summary and forward to PM and DOFC

监督拒收建议报告，编制汇总表，并转交给采购部经理和财务总监

- To organise a meeting with PM, DOFC, User & supplier for higher rejection reports

针对拒收率较高的报告，与采购部经理、财务总监、使用部门及供应商一起组织一次会议

- To reach the market while absence of purchase coordinator or supplier have inabilities.

采购协调员缺席或供应商无法供货时能够亲自进入市场。

- To keep all files in a safe custody and neatly

安全、整齐地保管所有文件

- To promote efficiency, confidence, and courtesy towards colleagues.

提高效率，增强自信，同事之间以礼相待。

- To generally promote and ensure good relations with Operational and department colleagues.

与运营部和部门同事之间建立并确保良好的关系。

- To display a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues

任何时候都要向客人和同事展示愉悦、积极的服务态度，并以此提升公司的良好形象。

- To demonstrate pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.


时刻为代表酒店出现在工作场所及展示自我而感到自豪，从而确定高水平的承诺。

- To adhere to Company and Hotel rules and regulations at all times.

始终遵守公司及酒店的规章制度。

- To report any equipment failures/problems to the Maintenance Department.

及时向维修部报告任何设备故障/问题。

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- To pass any maintenance requests to the Maintenance Department.
将任何维修请求传递给维修部。
- To participate in any Training/Developments schemes as recommended by senior management.
参加高级管理人员建议的任何培训/发展计划。
- To comply with any reasonable request made by Department Head to the best of your ability.
符合部门主管根据你的能力提出的任何合理要求。
- To make a timely suggestion to PM simplifying documents and providing lead to avoid duplication issues.
及时向采购经理提出简化文件和率先垂范的建议，以避免发生同样的问题。
- To ensure that the standards required by PRC Law and by Department are maintained at all times in the areas specified above.
 - 确保任何时候都在上述指定区域遵守中华人民共和国法律及部门规定的标准。

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。
- 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 year experience working in hotels.
1至2年的酒店工作经验。
- MS Office, Fidelio, Golden Blue, and ability to adapt manual documentation when necessary
熟悉MS Office、Fidelio、Golden Blue，必要时能够适应人工单证

Interrelations/相互关系:

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.

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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 : _____
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