

WE ARE HIRING!

Step into a world where heritage, traditions of hospitality and the rich tapestry of our country's roots, come together to create an unforgettable journey...

The Kandy Hotels Company operates two of the most iconic properties in Kandy. In 2025, we are embarking on an exciting journey to uplift our properties and services and we are looking for people who are driven by challenge and committed to delivering excellence, to travel this road with us!

Queen's Hotel & Suisse Hotel, Kandy

Purchasing Officer: Oversee procurement and purchasing, negotiate supplier terms, and maintain inventory standards to ensure timely, cost-effective acquisition of goods and services for smooth hotel operations.

Responsibilities

- Source and purchase quality goods and services required for hotel operations at the best possible price.
- Negotiate contracts with suppliers to secure favorable terms, including pricing, delivery, and payment conditions.
- Maintain strong relationships with vendors to ensure timely and reliable supply of goods.
- Monitor inventory levels and coordinate with relevant departments to avoid shortages or overstocking.
- Ensure all purchases comply with hotel policies, industry standards, and regulatory requirements.
- Verify and approve purchase orders, invoices, and delivery receipts to ensure accuracy and avoid discrepancies.
- Work closely with the finance department to manage budgets and track expenses related to purchasing.
- Implement cost-control strategies to minimize wastage and improve purchasing efficiency.
- Coordinate with other departments to meet their purchasing needs effectively.

Qualifications

- Degree or diploma in Supply Chain Management, Business Administration, or Hospitality Management.
- 1-2 years of experience in a similar role, preferably in hospitality.
- Strong knowledge of inventory management and supplier relations.
- Proven ability to secure cost savings while maintaining quality.
- High attention to detail in orders, inventory, and compliance.
- Excellent communication skills for supplier and team interactions.
- Proficiency in purchasing software, ERP systems, and MS Office.
- Ability to work under pressure and meet deadlines.