

<https://thezenwellnessresort.com/job/assistant-purchasing-manager/>

Assistant Purchasing Manager

Responsibilities

An assistant purchasing manager typically has a wide range of responsibilities, which can include:

- Negotiating with suppliers on pricing, terms, and conditions of sale
- Reviewing bids received from suppliers for potential purchase orders based on price, quality, delivery terms, and other factors
- Managing inventory levels of supplies and materials to ensure adequate supply while minimizing costs
- Monitoring contract compliance and making sure that suppliers adhere to contractual obligations such as maintaining insurance coverage or providing timely delivery of products or services
- Creating purchase orders and other documentation necessary to initiate a purchase transaction
- Conducting market research to identify potential suppliers and evaluate their suitability for specific products or services
- Identifying opportunities for cost savings through strategic sourcing techniques such as offshore procurement
- Reviewing purchase orders and other documents to ensure that they comply with company policies and procedures
- Recommending changes to purchasing procedures that would improve efficiency or reduce costs

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Purchasing Manager

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025