

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

Purchasing Manager

Responsibilities

- Organize and control the procurement process. According to the regulations and policies relating to Purchasing Department of the company.
- Check and approve orders in Navision System.
- Internally check and refer to the vendor code for opening of new products in Navision System.
- To compare prices and select best possible vendors based on pricing and quality for day-to-day operational use and CAPEX made every year
- Check, control and order approved CAPEX for the amount and price to be in line with the approved annual CAPEX.
- Summarize CAPEX monthly report which is to be sent to the Director of Finance and Accounting
- Purchase of pharmaceutical and other in-house emergency goods.
- The purchase of spare parts and equipment used in maintenance and repair.
- Undertake procurement of goods and equipment's used in the service under G/L Account.
- Control Petty Cash in the amount of THB 50,000 for the case of urgent purchase
- Audit and control purchasing order, with THB 50,000 or above to be sent to
- Group Purchasing process approval, except if included in the list of products already approved.
- Check products from various orders from time to time in order to determine the standard of goods and deliveries, reporting when not up to standards.
- Coordinate with all departments on purchases.
- Conducting everyday meetings with management team and/or HODs to make continuous improvement in order to seek efficiency and transparency.
- Other assignments assigned by GM.

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Director of Finance

Job Location

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

Date posted

November 4, 2025