

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

Purchasing Supervisor

Description

Developing optimal contracting strategies to meet the obligations of consumers and raw materials for factories and contracting with vendors.

Monitors performance and progress for employees against set targets and takes remedial action where needed and Participate in the evaluation process.

Create a purchase order for all purchase requests for the factories responsible for managing their purchases and ensure that all departments comply with the documentary cycle of procurement.

Cooperate with the Financial and Accounts Department to close all matters related to invoices on a monthly basis without any delay and ensure that suppliers receive all their dues in accordance with the terms agreed in the supply orders.

Manages the movement of delegates and drivers and cooperates with colleagues from the procurement department in other factories according to priorities after check with the purchasing manager.

controls the issuance of the supply order for each factory and follows the supply movement and the specified delivery date and makes sure of matching items in terms of quality, price, specifications and attaching the add-ons with invoices to be delivered to the financial department according to the specified dates.

Review the performance and evaluation of vendors, and add new suppliers with distinctive features to improve the supply process and quality of items.

Provide the required monthly reports to the Purchasing Manager and Heads.

Follow-up the stock and inventory balance and communicate with other departments to know the regular and irregular needs, especially the planning department to know the expected monthly production plan to provide items in the fastest time.

Acting as a point of contact between the purchasing department and the existing factory through the Purchasing supervisor.

Receive all purchase requests from the stores and various departments on a daily basis after review and then send them to the Purchasing Supervisor.

Review the stores and make sure of the inventory stock and specifications and the required approval on the purchase request and communicate with the purchasing supervisor before issuing the purchase order.

Get quotes from approved vendors of the company and add new suppliers for the required items.

Issuing orders for supplying irregular items and emergency needs after reviewing the procurement management.

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reports Directly to

Purchasing Manager

Job Location

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

Date posted

November 4, 2025

Receive the addition permits from the stores on a daily basis and send them to the administration to complete the course after review and examination from the department concerned.

Monitor all receipts in the factories and ensure compliance with the order of supply in terms of specifications, quantity and price and review of the procurement supervisor in case of any defect.

Commitment to submit the required reports from the purchasing management and attend meetings and attendance & leave according to the work regulations within the company after review with purchasing supervisor