

BECOME PART OF THE LE MERIDIEN FAMILY

PURCHASING CLERK - FULL TIME

The Purchasing Clerk will be responsible in assisting the Purchasing Manager through the sending of orders, issuing of POs and coordinating with suppliers.

Duties and Responsibilities:

- Processing and issuing of purchase orders detailing agreed terms and conditions in accordance to company policies and procedures.
- Generating orders and issuing of order reports as required.
- Interacting with suppliers including checking of prices, sourcing new items from existing suppliers, communicating with suppliers in case of delay in delivery of items.
- Maintaining a filing system in the purchase department and updating appropriate records when required.

Skills and Requirements:

- A sound working knowledge of Microsoft Excel
- Needs to be a team player and be able to demonstrate a 'can do attitude' when faced with deadlines and other challenging situations
- Minimum of 1 year experience in a similar environment

Are you the perfect candidate?

Please send your CV and motivation letter to our Human Resources Manager by email to careers@lemeridien.com or by post to:

Human Resources
Le Meridien St Julians Hotel & Spa
39, Main Street,
Balluta Bay, St Julians

Get to know us: www.lemeridienmalta.com

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