

# Singita

## PROCUREMENT AND CONTRACTING SPECIALIST

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### ABOUT SINGITA

Singita is a conservation brand that has been preserving African wilderness for the past 28 years, offering guests an exceptional safari experience with 15 luxury, award-winning lodges and camps across six regions in Africa.

In partnership with non-profit funds and trusts who implement strategic conservation projects in each region, Singita is preserving and protecting pristine land and wildlife populations, and helping to create economic independence within local communities surrounding the reserves.

### WHAT THE ROLE ENTAILS

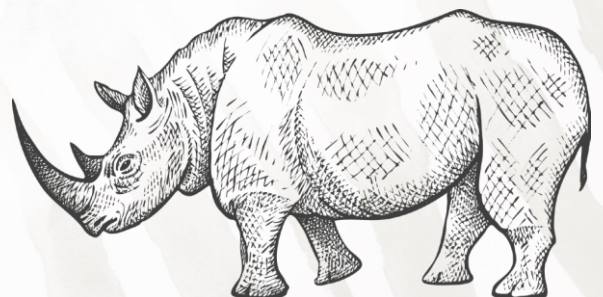
The Singita Johannesburg Procurement & Contracting Specialist will be an individual who is passionate about driving holistic value procurement and harness group buying power to drive efficiencies, quality and net savings. Singita values underpin our sourcing, using One Planet friendly materials and supplier comparative quotes, SLA's and Best Practice Sharing.

The role is therefore to manage allocated sourcing and procurement requests from customers (Lodge HOD) as efficiently as possible, working with the resources in our department and in the best interest of the company fulfilling our 100-year purpose.

### WHAT YOU WILL NEED

- Minimum 3 years' work experience.
- Degree / Diploma essential.
- Experience in managing stakeholder relationships. Strong interpersonal skills (emotional intelligence) verbal and written communication.
- Strong business acumen – working knowledge of finance, negotiating, SLA agreements and value principles.
- Be accurate, with high attention to detail. And a high level of integrity.
- Sourcing and Procurement in multidiscipline equipment/ product required .
- Hospitality experience e – (preferably within a lodge environment).
- Strong administrative and time management.
- Computer literate, MS Office and accounting software.
- Sourcing and supplier knowledge within the hospitality trade - Hardware, Crockery & Cutlery, Linen , cleaning , F&B and various lodge and kitchen operational equipment.

To apply for this role, please email your CV to [Louisa.C@singita.com](mailto:Louisa.C@singita.com) or complete the application on our website [www.singita.com/about/careers](http://www.singita.com/about/careers)



## WHAT YOU WILL DO

- Manage a strong communication link, with both customer (Lodge HOD) and suppliers as well as interdepartmental communication.
- Deliver exceptional service that exceeds customers' (Lodge HOD) expectations through proactive, innovative and appropriate solutions.
- Conduct sourcing activities and execute the negotiation activity relating to the portfolio in order to deliver favourable contracting agreements.
- Procurement and contracting Management.
- Administrative policies and procedures, leveraging procurement process efficiencies. Organized with a logical system of tracking, progress and recording of spec's so that approved quote can be actioned by Admin and Finance team
- Developing proactive fact-based sourcing strategies and plans in line with Group Procurement strategy and demand/supply considerations
- Work with internal stakeholders to develop robust company demand forecasts for the category. Conduct profiling for sourcing volumes, specifications, prices and suppliers.
- Provide support to the HOD and keeping him/her informed of job status and highlighting any roadblocks.
- Special Projects & General Duties - Work on contracts/projects as assigned by management and or as required.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this a support of the multi-skilling of staff.

## OUR CORE VALUES

Core to the success of the individual in this role is that their personal values are aligned with Singita's.

LEADERSHIP  
Generosity  
PASSION  
INNOVATION  
HUMILITY  
INTUITION  
team-work

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