



## Procurement & Logistics Operations Manager

JOHANNESBURG, SOUTH AFRICA

### Key Responsibilities

The Procurement & Logistics Operations Manager oversees various areas within the organization, resource and facilities management, financial oversight, inventory control, risk compliance, and team leadership. Their responsibilities span strategy development, communication quality, and logistics. Efficiency and sustainability are key focuses, contributing to Singita's goals and standards.

#### Procurement, Logistics, and Administration Management

- **Systems Management:** Streamline workflows and processes.
- **Fee Structures and Procurement:** Develop proposals and respond to RFP requests.
- **Procurement Team Leadership:** Drive efficiencies, quality, and savings across various areas (Hospitality, MEP, Construction, FF&E, OS&E).
- **Logistics and Warehouse Team:** Oversee receiving, quality control, storage, and regulatory compliance (including Import and Export).
- **Finance and Administration Team:** Manage financial aspects and supplier relationships.
- **Technology Utilization:** Leverage technology for controls, enhanced systems, and efficient operations.

#### General Management:

- **Reporting:** Prepare monthly financial statements, dashboards, and project control sheets; Handle renovations and developments project reports; Contribute to reporting for new project developments; Provide quarterly shareholder reports, procurement updates, and logistics insights.
- **Resources and Facilities Management:** Oversee capex and infrastructure; Manage daily operations and key personnel for business efficiency.

### Key Responsibilities

- **Procurement and Financials:** Handle contracting, terms, and conditions; Manage budgets, revenue, and cost control; Ensure cash flow and financial accountability.
- **Inventory and Supply Chain:** Maintain stock and uphold supply chain practices; Ensure reliable supply to lodges.
- **Risk and Compliance:** Oversee risk compliance, business continuity planning, and audit compliance. Manage financial audit history.
- **Team Leadership:** Management of HR/IR matters; leave approval; performance management. Inspire team across administration, procurement, finance, compliance, and warehouse. Foster a care and growth mentality aligned with Singita's Values.

### Skills & Experience

- Business management and administration
- People leadership
- Assertive
- Excellent written, verbal and presentation communication skills
- Financial acumen
- Highly organised and efficient
- Conscientious with an eye for meticulous attention to detail
- Computer literacy
- Procurement, contracting and negotiating experience
- Relevant hospitality experience (8 years +)
- Supply chain - Logistics and warehouse management qualification and / or experience
- Ability to travel regularly
- Workflow and IT systems management experience
- Stock management experience

To apply email your CV to [SMCcareers@singita.com](mailto:SMCcareers@singita.com) or visit:

[www.singita.com/about/careers](http://www.singita.com/about/careers)