

Luxury international hospitality management company is looking for a **French speaking Procurement Manager** based in London to work with the Procurement Director based in Paris, and the local teams based in Europe. The procurement Manager is responsible for executing the purchase of goods and services for the Group's European lodging sites (hotels and serviced residences), ensuring operational needs are met through competitive pricing, required quality standards, reliable delivery and continuity of supply.

ROLE of the Procurement Manager:

- Developing and implementing purchasing strategies that translate business priorities into measurable cost savings, improved commercial performance, and sustained value creation.
- Managing the operational tendering process by issuing RFQs and RFPs, analysing supplier responses, supporting evaluations and contributing to contract negotiations.
- Maintaining and optimizing the approved supplier list, ensuring compliance with Procurement Standards and due diligence requirements.
- Analysing and using data to uncover purchasing trends, manage risk and identify opportunities for cost and efficiency improvements.
- Overseeing purchase order creation, approval workflows, and compliance with internal controls.
- Ensuring purchasing decisions align with sustainability, ethical sourcing and corporate responsibility commitments.
- Building strong relationships with internal stakeholders to understand purchasing needs and forecast demand.
- Managing supplier performance through KPIS's, service review, and continuous improvement initiatives.
- Negotiating commercial terms, pricing agreements and long-term contracts to secure value and mitigate risk.
- Resolving supplier issues promptly, ensuring minimal disruption to operations.
- Conducting regular market analysis to identify new suppliers, innovations and cost-saving opportunities.
- Collaborating with Suppliers to ensure timely delivery of goods and maintain optimal stock levels.
- Supporting inventory planning and forecasting activities to prevent shortages or overstocking.
- Supporting hotel operations by streamlining purchasing workflows and ensuring timely availability of goods and services essential to daily operations.
- Assisting in developing contingency plans to mitigate supply chain disruptions.
- Monitoring lead times and delivery performance for goods and services supporting operations, escalating issues promptly to avoid operational disruption
- Ensuring all purchasing activities comply with Company policies, financial controls, and regulatory requirements.
- Maintaining accurate purchasing activity records, contracts, and audit documentation.
- Supporting internal and external audits covering purchasing activities for hotels and serviced residences.

PROFILE:

- Fluent in English & French Languages.

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Registered office: Heathmans House, 19 Heathmans Road, LONDON SW6 4TJ. Registered in England and Wales No. 6956655

- Bachelor's degree in a related field (e.g., supply chain management, business administration and/or finance).
- Minimum of 8–10 years of proven, end-to-end purchasing experience in procurement and strategic sourcing with demonstrated expertise in negotiations, supplier management and value delivery
- Hospitality sector experience is a strong advantage.
- Strong negotiation, communication, and relationship management skills.
- Proficiency in relevant software and tools, such as procurement systems and Microsoft Office Suite.
- Excellent analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Certification from Chartered Institute of Purchasing & Supply (CIPS)
- Experience in integration activities and change management
- Possesses sharp analytical, research, problem solving skills and communication skills
- Demonstrated ability to support negotiating requirements
- Resourceful, hands-on and committed to deliver results, able to prioritize and respond well to changing circumstances and tight timelines
- Strong team player and able to work independently and autonomously
- Previous experience in the use of an ERP (Oracle Fusion advantageous)
- Ability to travel in Europe

SALARY & BENEFITS

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- C£65 000pa negotiable according to skills and experience
- 2 days WFH
- A travel allowance for every day you work to contribute to your commuting cost
- A PERKBOX subscription with benefits, retail discounts and savings available from your first day
- Employee Assistance Programme
- Recruitment Referral Incentive
- Employee Recognition Awards Ceremony and company team parties
- Once you pass your probation, a special staff rate when staying in our European properties