

ANGAMA

PROCUREMENT CO-ORDINATOR JOHANNESBURG

Angama is recruiting for the position of Procurement Co-ordinator, a new and exciting 12-month contract opportunity for a highly organized and ambitious professional to join the project team who puts the Angama-look together for new projects and maintains the high standard for existing properties.

The ideal candidate will be a highly-motivated individual who:

- Has a quick and firm grasp of the Angama brand and a keen understanding of an Angama guest's needs
- Is highly organised, with exceptional attention to detail
- Is comfortable with multi-tasking and thinking on their feet
- Has good negotiation skills
- Can keep their sense of humour in the midst of a crisis
- Is commercially astute and can turn every penny over twice
- Has a keen eye for good design and understanding of Angama's creative direction
- Understands that hospitality businesses are open 24/7 and that guest delight is everyone's responsibility
- Can naturally assimilate the Angama Way's core values of Respect, Honesty, Courage, Joy & Ubuntu

The role's primary responsibility is to co-ordinate project procurement matters, including:

- Preparing preliminary budgets based on overall design concept
- Communicating with suppliers in a professional manner – placing orders, following up on progress, ensuring timelines are met and key project dates are on track
- Taking care of all administration around orders such as invoices and deposits
- Sourcing new items in line with the creative direction and the brief
- Preparing shipments to Nairobi and following through to ensure that all is received well and distributed accordingly
- Finalising budgets and preparing an asset register / ordering "bible"
- Assisting with project installations and operational audits
- Handling ongoing orders based off of the asset register

Candidates who meet all the following requirements will be at a distinct advantage:

- Fluent in English
- Matric and tertiary qualification in a relevant field
- Five years of relevant experience
- A valid driver's license
- A strong work ethic, including a fastidious attention to detail
- A valid covid-19 vaccination certificate

Remuneration is market-related and commensurate with a position of this standing, which is based in Johannesburg. Interested applicants who are able to demonstrate the required attitude, skills and experience are encouraged to submit their CVs as well as a supporting note and an informal video of no longer than 2 minutes to specialprojects@angama.com

ABOUT

Offering a signature blend of warm Kenyan hospitality, intuitive guiding, and contemporary African design, renowned safari lodge operator Angama will soon open its second location in Amboseli, following its flagship property in the Maasai Mara. For more about Angama's operating philosophy and people-first approach to hospitality, please visit Angama.com.