



Job Description

Head of Procurement and Supply Chain

Document Control

Position Title: Head of Procurement and Supply Chain

Department: Procurement and Supply Chain

Reports To: Chief Operating Officer (COO)

Version: 1.0

Job Overview

The Head of Procurement and Supply Chain is responsible for overseeing all purchasing, supplier management, and logistics activities across Grand Royale Group's hospitality operations. This role ensures cost-effective procurement, sustainable sourcing, and timely delivery of goods and services across hotels, restaurants, and event venues. The position focuses on efficiency, quality, and compliance, contributing to the organisation's operational and financial success.

Key Responsibilities

Procurement Strategy & Planning

- Develop and implement procurement strategies aligned with company objectives.
- Establish and manage supplier relationships to ensure quality and reliability.
- Negotiate contracts, pricing, and terms with suppliers and service providers.
- Identify opportunities for cost savings, sustainability, and operational improvement.





Supply Chain Management

- Oversee the end-to-end supply chain process, including purchasing, inventory, and logistics.
- Coordinate with departments to forecast material and service needs.
- Implement inventory control systems to reduce waste and optimise storage.
- Manage logistics providers to ensure timely and cost-effective delivery of goods.

Compliance & Risk Management

- Ensure procurement practices comply with legal, ethical, and environmental standards.
- Maintain supplier performance records and risk assessments.
- Support WHS, quality assurance, and sustainability initiatives.
- Conduct audits and review supplier contracts for compliance and performance.

Leadership & Team Development

- Lead and mentor the procurement and logistics teams across multiple sites.
- Promote collaboration and continuous improvement in purchasing processes.
- Coordinate with Finance to align procurement with budget goals.
- Provide training and guidance on procurement systems and procedures.

Qualifications and Experience

- Bachelor's degree in Supply Chain Management, Business, or related discipline (Master's preferred).
- Minimum 7–10 years' experience in procurement or supply chain leadership roles.
- Experience within hospitality, food service, or property management sectors.
- Proven success in supplier negotiation and contract management.
- Knowledge of ERP and inventory management systems.





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Skills and Competencies

- Strong leadership and negotiation skills.
- Excellent analytical and financial acumen.
- High attention to detail and organisational ability.
- Effective communication and stakeholder engagement.
- Commitment to ethical and sustainable procurement practices.

Working Conditions

This is a full-time leadership position based at Grand Royale Group's head office in Gold Coast, Queensland. Regular travel to supplier sites, hotels, and venues is required to oversee procurement and logistics operations.

Key Performance Indicators (KPIs)

- Cost savings and supplier performance.
- Timeliness and accuracy of procurement processes.
- Compliance with company policies and sustainability goals.
Inventory efficiency and waste reduction.
- Cross-departmental collaboration and stakeholder satisfaction.

Company Values and Culture

Grand Royale Group values integrity, efficiency, and innovation in supply chain operations. The organisation promotes transparency, accountability, and continuous improvement to ensure every procurement decision contributes to operational excellence and guest satisfaction.

Career Path

This position offers progression opportunities into senior executive roles such as Director of Procurement, Head of Operations, or Chief Operating Officer (COO) within Grand Royale Group or other leading hospitality organisations.

