



Job Description – Procurement and Logistics Officer

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Position Title: Procurement and Logistics Officer

Department: Buying and Procurement

Reports To: Head of Procurement and Supply Chain

Version: 1.0

Job Overview

The Procurement and Logistics Officer is responsible for sourcing, purchasing, and coordinating the delivery of goods and services across Grand Royale Group's hospitality operations. This role ensures cost-effective purchasing, timely logistics management, and adherence to company standards and supplier agreements. The position supports operational efficiency, sustainability, and compliance across hotels, restaurants, and event venues.

Key Responsibilities

Procurement Operations

- Source and purchase goods, supplies, and services in line with budget and quality standards.
- Negotiate pricing, terms, and delivery schedules with suppliers.
- Evaluate supplier performance and maintain positive relationships.
- Ensure all procurement activities comply with company policies and ethical standards.

Inventory & Supply Coordination

- Monitor inventory levels and coordinate replenishment with department heads.
- Manage delivery schedules and distribution across multiple sites.
- Maintain accurate records of orders, deliveries, and stock levels.
- Support the implementation of inventory control systems.





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Logistics & Distribution

- Oversee logistics operations for the movement of goods between locations.
- Coordinate with suppliers, transport providers, and site teams.
- Track shipments and ensure timely delivery of materials and equipment.
- Resolve logistics issues promptly and cost-effectively.

Financial & Compliance Administration

- Process purchase orders, invoices, and supplier payments.
- Maintain procurement records and assist in budget tracking.
- Support compliance with WHS, sustainability, and quality control requirements.
- Participate in internal audits and contribute to procurement reporting.

Qualifications and Experience

- Diploma or Bachelor's degree in Supply Chain Management, Business, or Procurement.
- Minimum 3 years' experience in procurement or logistics roles.
- Experience within the hospitality or retail sector preferred.
- Knowledge of procurement systems, supplier management, and logistics operations.
- Strong understanding of WHS and compliance requirements.

Skills and Competencies

- Strong negotiation and communication skills.
- Organisational and time management abilities.
- Attention to detail and problem-solving mindset.
- Ability to work with multiple stakeholders across departments.
- Proficiency in Microsoft Office and ERP/procurement software.

Working Conditions

This is a full-time position based at Grand Royale Group's head office in Gold Coast, Queensland, with regular site visits to supplier locations and hospitality venues.





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Key Performance Indicators (KPIs)

- Cost savings and supplier performance.
- On-time delivery and order accuracy.
- Inventory control and waste reduction.
- Compliance with procurement procedures.
- Collaboration and service quality across departments.

Company Values and Culture

Grand Royale Group values efficiency, integrity, and sustainability in its procurement practices. The organisation promotes transparency, accountability, and partnership in all supply chain operations. The Procurement and Logistics Officer ensures these values are upheld through responsible and effective purchasing and logistics management.

Career Path

This position provides opportunities for progression into senior roles such as Senior Procurement Officer, Supply Chain Manager, or Head of Procurement and Supply Chain within Grand Royale Group or other leading hospitality organisations.

