

Cruise Job Descriptions

FINANCE DEPARTMENT ON SHORE



All departments related to Finance and Administration, are below shore. A job in the Finance and Administration department on a cruise ship is very similar to a job you'd find in a five-star hotel or resort. The Finance Manager oversees all staff and crew in this department. In general, the Department does the following work on shore:

PURCHASING DIRECTOR

JOB PURPOSE

In compliance with local legislation and Company guidelines and procedures, the Purchasing Director is responsible for managing and supervising F&B purchases worldwide. Directly manages a team of buyers ensuring best quality/price ratio of all purchases while identifying and implementing efficient sourcing strategies.

KEY ACCOUNTABILITIES

- ✓ Leads and manages a team of buyers delivering appropriate support to the business and ensuring corporate and business objectives are met.
- ✓ Develops and implement a sourcing strategy in order to mitigate supply chain risk and deliver cost savings.
- ✓ Creates and implements best practice purchasing vision, policies, processes and procedures to aid and improve business performance.
- ✓ Develops robust contract management by managing relationships and negotiating with key suppliers at a senior and strategic level.
- ✓ Oversees contracts development and related bids, strategically planning future purchases and ensuring optimal suppliers performance.
- ✓ Guarantees operational needs in terms of price, quality and delivery targets that includes: suppliers selection/de-selection, evaluation and rationalisation of supply chain solutions.
- ✓ Evaluates the challenges faced by the business and takes action to mitigate risks and develop opportunities.
- ✓ Inputs and holds responsibility for purchasing and cost estimating budgets.
- ✓ Establishes appropriate and effective key performance indicators and suggests business-related resolution to the Managing Director.
- ✓ Communicates with stakeholders the impact of market change and potential effects on supply, while recommending solutions without compromising quality or service.
- ✓ Provides all necessary reports on purchasing activities and takes corrective actions when necessary.
- ✓ Contributes to new business initiatives and projects, reviews and communicates the impact on purchasing activities.
- ✓ In line with local HR policies, manages the purchasing team in order to enhance performance and participates with Human Resources Department in recruitment, selection and evaluation.

QUALIFICATIONS (skills, competencies, experience)

- ✓ Demonstrable experience of leading a purchasing function with a proven track record in strategic purchasing leadership, delivering effective purchasing strategies, policies, processes and system.
- ✓ Strong knowledge of F&B products along with F&B market trends.
- ✓ Fluent English. Any additional language is an advantage.
- ✓ MS Office literate, knowledge of supply chain software and platform is an advantage.
- ✓ Educated to degree level (preferably Masters).
- ✓ Proven contract management and supplier experience.
- ✓ Strong analytical and problem solving abilities – able to work well under pressure. •Excellent organizational skills, ability to prioritize and follow-up.
- ✓ Strong communication and negotiating skills - able to negotiate at all levels.
- ✓ Ability to inspire, motivate and develop the team.