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## Purchaser-Restaurant

**Posted by:** CY. Yumi Catering Management Co., Ltd

**Posting date:** 14-Nov-2024      **Closing date:** 04-Dec-2024

**Education:** Minimum a college diploma

**Language:** English

**Job location:** Charlottetown

**Salary:** \$24 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** YJ6898546

## Job description:

**Job Title:** Purchaser-Restaurant (NOC 12102)

**Term:** Permanent

**Working hours:** 30.0-35.0 Hours/Week

**Wage:** \$24.0 per hour

**Work location:** 660 University Ave, Charlottetown, PE, C1E 1E3

CY. Yumi Catering Management Co., Ltd., operating as Yumi Sushi Charlottetown, is a renowned Japanese restaurant in Charlottetown, PEI, Canada. Celebrated by both travelers and locals, it offers an all-you-can-eat dining experience featuring a diverse menu that includes sushi, sashimi, uramaki, hosomaki, sushi pizza, temaki, teriyaki, tempura, rice and udon combinations, bento boxes, and party trays. Yumi Sushi is dedicated to delivering authentic Japanese cuisine in a welcoming atmosphere, making it a favored destination for those seeking a variety of flavorful dishes. The restaurant offers dine-in, online ordering and delivery, as well as providing customized services such as party and catering hosting.

In line with our business growth and expansion plan, we are hiring a dedicated full-time Purchaser to source and purchase materials, ingredients, equipment, and other supplies to ensure consistent, high-standard operations and services.

**Main duties:**

- Purchase high quality food materials and ingredients, kitchen equipment and supplies, packaging and takeout supplies, and other essential supplies such as tableware, office supplies, catering supplies, etc.
- Develop storage or operation specifications for food ingredients, equipment, materials, and other supplies.
- Contact and consult with suppliers and vendors, review product quality and quotations to secure the best prices and terms.
- Negotiate and establish contract terms with suppliers and recommend suppliers for management.
- Coordinate logistics, establish delivery schedules, and monitor supply progress to prevent delays in the restaurant's supply chain.
- Collaborate with suppliers to resolve issues related to order discrepancies, delays, or quality concerns.
- Conduct field visits or supplier site inspections to assess product quality and supplier reliability.
- Supervise and train purchasing workers in implementing purchasing policies and plans.
- Facilitate customized ordering and procurement for special events, party trays, and catering services to meet client expectations.

**Skills and Qualifications Requirement:**

- Minimum a college diploma in business administration, purchasing, supply chain, or a related field.
- Minimum 2 years of relevant experience, preferably in the food service industry.
- Strong negotiation skills
- Independent working and problem-solving skills.
- Excellent communication and interpersonal skills.
- Excellent time and task management skills.
- Valid driver's license and access to reliable transportation (may require visiting suppliers).
- Ability to lift up to 25 lbs.
- Flexible with working hours to accommodate delivery schedules and urgent purchases.

To apply, please submit your resume and cover letter to [yumisushicharlottetown@hotmail.com](mailto:yumisushicharlottetown@hotmail.com). Please note that only shortlisted applicants will be contacted.