

## LAHORE GYMKHANA CAREER OPPORTUNITIES

### Corporate Executive Chef:

- A qualified Chef from an international or national institution of repute in the field of Hospitality/Culinary Management with at least 15 years of professionally exhibited work experience at five star/equivalent hotel/club in the similar position.

### Manager Procurement:

- An experienced and professional procurement Manager to manage the organization's supply of products and services with at least 10 years of professionally exhibited work experience at leading organization/MNC in the similar position.

Ø For job description / responsibilities, please visit our website [www.lahoregymkhana.pk](http://www.lahoregymkhana.pk)

Market based emoluments shall be offered according to qualification and experience. Apply with complete resume, CNIC and photograph through Courier service/post latest by **22-10-2018**.

**Secretary**

**Lahore Gymkhana Club**

**Upper Shahrah-e-Quad-e-Azam, Lahore UAN: 042-111-111-231**

# **Job Description for Manager Procurement**

## **Job brief**

We are looking for an experienced Procurement Manager to manage the organization's supply of products and services. Procurement Manager responsibilities include strategizing to find cost-effective deals and suppliers with quality products. The Procurement Manager's duty is to discover the best ways to cut procurement expenses, so that the organization can invest in growth and people.

## **Responsibilities**

- Devise and use fruitful sourcing strategies
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the organization
- Foresee alterations in the comparative negotiating ability of suppliers
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- To visit the markets for analysis

## **Requirements**

- Proven working experience as a procurement manager or head of procurement
- Knowledge of sourcing and procurement techniques as well as a handiness in “reading” the market
- Talent in negotiations and networking
- Good knowledge of supplier management software
- Aptitude in decision-making and working with numbers
- Experience in collecting and analyzing data
- Strong leadership capabilities
- Good communication and negotiation skills
- Good command over computer applications
- Masters degree in supply chain management or business administration

# **Job Description for Executive Chef:**

## **Job Specification**

"A qualified Chef from an international or national institution of repute in the field of Hospitality/Culinary Management with at least 15 years of professionally exhibited work experience at 5-star / equivalent hotel Club in the similar position."

## **Job Description:**

- To supervise the preparation of all food
- To ensure all food is prepared as per food preparation requirements
- To ensure meals are produced on time, and sufficient quantities are available for the various areas
- To maintain stock levels of all kitchen supplies,
- To prepare daily pastry and bakery requirements as per the menu,
- To be available for functions as they arise to ensure that the food is prepared and Served as required.
- To oversee and supervise all kitchen staff.
- To ensure all staff are aware of their duties and what is expected of them,
- To teach new staff skills, they require to perform their roles to the required standard.
- To delegate duties to kitchen staff as per the menu requirements
- To oversee and monitor the work of kitchen staff to ensure all tasks are done as required.
- To give staff feedback on their performance to enable staff development.
- To ensure any stalling issues are resolved fairly and quickly
- To manage kitchen stocks,
- To ensure wastage is minimized by careful supervision of food preparation methods.
- To ensure proper hygienic storage methods are utilized to prevent food loss
- To ensure the security of all drink / food stocks
- To oversee the ordering and control of stock levels,
- To ensure catering staff are working safely at all times
- To ensure staff are aware of and follow safe work practices at all times
- To assist other staff in the cleaning of the kitchen at the end of the shift.
- To ensure his/her own work station is kept clean and hygienic at all times

- To assist the General Manager Food & Beverages as required
- To Manage the Food & Beverages Department in the absence of General Manager Food & Beverages,
- To assist the day-to-day running of the Department
- To carry out other tasks as required by the General Manager Food & Beverages,
- To pay careful attention to the operating budgets of the Department to ensure that costs are controlled to maintain the correct levels of spending.
- Any other duty assigned from time to time.

It was further decided that the said post if so created be advertised in the national press as per rules of the Club so that the post gets filled in a transparent manner