

The Purchasing Manager is responsible for the strategic and operational management of procurement, inventory control, and supplier relationships across Lasseters Hotel Casino and associated venues. This role ensures that all goods are sourced cost-effectively, stored appropriately, and distributed efficiently to support operations across Gaming, Hotel, Food & Beverage, and other departments. The Purchasing Manager plays a critical role in maintaining stock integrity, cost control, and operational continuity.

**YOU** have these skills:

- Friendly, positive, and energetic, with a strong work ethic
- Strong attention to detail and accuracy
- Good communication and teamwork skills
- Problem-solving mindset with the ability to work under pressure
- Ability to prioritise tasks in a fast-paced environment
- Strong time-management skills
- Flexible and reliable, able to work a 24/7 roster including nights and weekends

**WHAT** - Experience and Requirements you have

- Relevant qualification in Procurement, Business, Supply Chain or Hospitality (Diploma level or higher preferred)
- Minimum 3–5 years of experience in purchasing, procurement, or stores management
- Previous leadership or supervisory experience
- Strong understanding of inventory management systems and stock control processes
- Experience in hospitality, hotel, or large-scale operations preferred
- Proven ability to manage supplier relationships and negotiate pricing
- Financial acumen, including budgeting and cost control
- Strong computer literacy (inventory systems, finance systems such as Lightyear or similar)
- Understanding of workplace health & safety and compliance requirements

**HOW** – Key responsibilities

**Procurement & Supplier Management**

- Manage all purchasing activities across the business
- Source suppliers and negotiate pricing, contracts, and terms
- Maintain strong supplier relationships to ensure reliability and value
- Monitor market trends and identify cost-saving opportunities

**Inventory & Stock Control**

- Oversee inventory management processes, including stock counts and audits
- Ensure accurate stock levels and reporting across all departments
- Implement and maintain FIFO principles and stock rotation practices
- Monitor stock usage, wastage, and discrepancies

**Stores & Distribution Oversight**

- Oversee receiving, storage, and distribution of goods
- Ensure all goods are stored correctly and safely
- Maintain organised and efficient storage areas
- Ensure timely delivery of stock to operational departments

**Compliance & Safety**

- Ensure compliance with health & safety standards in storage and handling
- Maintain safe working environments in stores and cellar areas
- Ensure proper handling and storage of food, beverages, and materials
- Participate in audits and compliance reviews

**Financial & Cost Management**

- Manage purchasing budgets and expenditure
- Track and report on cost of goods and purchasing trends
- Identify opportunities to reduce costs without compromising quality
- Work closely with Finance on reporting and forecasting

**Leadership & Team Management**

- Lead and support Store persons and inventory staff
- Provide training, guidance, and performance management
- Ensure team adherence to procedures and standards
- Foster a culture of accountability and continuous improvement

**Operational Support**

- Support F&B, Hotel, and Gaming departments with procurement needs
- Ensure beverage and cellar stock is managed effectively
- Oversee delivery schedules and coordination with departments
- Maintain strong communication across all operational areas

**We Value**

Our Team - Our People

**We offer you:**

- Excellent staff benefits, including:
  - Complimentary meals on eligible shifts
  - 25% discount on food & beverages across the hotel and casino
  - 25% discount on Health Club gym membership
  - Uniforms provided and laundered
- Professional development, training, and career advancement
- Staff & Family social events

**Our Goal**

Enjoyment, Entertainment, Relaxation - Let's have a great time!