



## **SPOUTING ROCK BEACH ASSOCIATION**

### **Purchasing Officer**

#### **SRBA Company Description**

Spouting Rock Beach Association, more commonly called Bailey's Beach, has been a member-owned family club since the late 1890s. Originally named for a geological formation occupying 5.7 acres along the shores of Newport, Rhode Island, the Club has attracted notable members of American families since its inception. Today, the membership enjoys comfortable club facilities, timeless views, and strong culture and traditions. The Club is open every day from Memorial Day weekend through the end of September.

#### **Job Description**

The ideal candidate for this seasonal position (April to October) should possess proven experience as a Purchasing Officer or Storekeeper in a Hospitality establishment. You will be responsible for buying products that are essential for the Club's day-to-day operations. You will review prices and quality and ensure optimal stock levels. For this role, you should have a good knowledge of market research, along with solid analytical skills to make sure you are identifying the most profitable offers. Ultimately, you'll create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time. Consideration will be extended to experienced applicants from diverse organizational backgrounds.

#### **Areas of Responsibility**

- Build and maintain strong relationships with our current vendors.
- Collaborate with Club Managers to negotiate contracts, terms, and pricing agreements.
- Regularly analyze historic spending to identify better items for purchase regarding quality and price.
- Meet with vendor representatives and brokers to find new products to run the Club efficiently.
- Liaise between SRBA Team and vendor corporate contacts with any concerns or service failures.
- Forecast usage of products for daily purchase and for special events and secure availability with vendors.
- When necessary, shop, vet, and work with SRBA Team to set up new vendors.
- Keep the Order Guide updated regularly to ensure Club standard items are being purchased.
- Collaborate with vendors to make sure substitutions are at appropriate quality and cost.
- When possible, eliminate fewer desirable items from the online purchasing platform.
- Meet with Suppliers regularly to ensure we are participating in the best pricing opportunities.
- Participate in monthly and end of season Club financial reviews.
- Stay updated on industry trends, market changes, and new products.
- Identify opportunities for process improvement and cost savings.
- Implement best practices in purchasing.
- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.



- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
- Assist departments with weekly, monthly and year end departmental inventories.

### **Skills & Competencies**

- Proven experience as a procurement officer or storekeeper or in a similar role
- Knowledge of procurement processes, supply chain management, and contract negotiation.
- Strong negotiation and interpersonal skills
- Proficiency in using procurement software and tools.
- Strong organizational and multitasking skills
- Familiarity with ethical sourcing practices
- Commitment to continuous improvement and staying abreast on industry trend.
- Solid written and verbal communication skills.

### **Benefits**

- 401(k)
- End of Season Bonus
- Paid vacation

### **Package**

\$1000 per week (40 hours per week)

### **To Apply**

Send Cover Letter and Resume to General Manager, Daniel Brown.

[Jobs@srba.us](mailto:Jobs@srba.us)