

PULLMAN REEF HOTEL CASINO

Dock Supervisor

Reporting to the Purchasing Manager, the Dock Supervisor oversees the movement of all stock from the loading dock to the property outlets / storerooms.

This role also supervises and directs a small team to ensure all goods accepted in the dock are of the highest of quality. Ensure goods are delivered to and are accepted by each outlet promptly.

To be successful in this role you will have proven experience in a similar position as well as:

- ✓ Previous Supervisory experience in purchasing, preferably in the hospitality industry.
- ✓ Excellent communication skills both written and verbal.
- ✓ Competent in the use of Microsoft Office software and experience in using Check EAM purchasing or similar system an advantage.
- ✓ Personal pride in your work, attention to detail, able to achieve and maintain high standards and accurate document recording.
- ✓ Able to prioritise, work under pressure and meet deadlines as well as leading and motivating a small team.
- ✓ A good knowledge of cost control, invoicing, stocktaking and stock procedures.
- ✓ A team player who confidently maintains strong supplier and customer relationships both internal and external.
- ✓ Food and Beverage knowledge and the ability to identify products and descriptions.
- ✓ Understanding of compliance in regard to OH&S requirements and food safety regulations.
- ✓ Understanding the required storage of chemicals, stationary, dry goods and expiry dates.
- ✓ Current Queensland forklift licence.
- ✓ Reliable with the ability to work flexible hours if required.

Your strong organisational, excellent communication and interpersonal skills will be well utilised in this role as you develop and build relationships with both staff and management.

Employment includes:

A competitive salary and a clean safe multicultural, people friendly environment.

Staff benefits include: In house training for career development. Amenities including shower facilities and staff canteen.

Accommodation, food & beverage discounts for you, your family and friends (dependant on tenure).

The Pullman Reef Hotel Casino is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, physical ability, age, sexual orientation, religion or belief and family responsibilities.

The Pullman Reef Hotel Casino does not accept unsolicited resumes from recruitment agencies or search firms.

