

TITLE:

PROCUREMENT & SUPPLY CHAIN/LOGISTICS MANAGER

Position Summary

The **Procurement & Supply Chain/Logistics Manager** will lead all procurement, importation, and supply chain functions to ensure cost-effective, timely, and compliant sourcing of ingredients and materials across the Group's three quick service restaurant (QSR) franchise brands. This role is responsible for forecasting currency needs, negotiating pricing for bulk purchases, managing supplier relationships, coordinating imports and licensing, and overseeing the logistics and distribution of goods to each store location. The incumbent will ensure purchasing strategies drive savings, maintain quality, and support uninterrupted restaurant operations.

Key Responsibilities

Procurement & Supplier Management

- Develop and execute procurement strategies for ingredients, packaging, and operational supplies across all brands.
- Forecast foreign currency requirements for purchasing based on historical consumption, sales trends, and menu pipelines.
- Negotiate pricing, terms, and service levels with local and international suppliers to secure competitive rates and bulk savings.
- Maintain an approved vendor list and ensure supplier compliance with quality, safety, and franchise brand standards.
- Conduct regular supplier performance evaluations and lead resolution of supply-related issues.

Importation & Compliance

- Coordinate international purchasing including pro-forma invoices, shipping arrangements, customs documentation, and regulatory compliance.
- Liaise with customs brokers, clearing agencies, port authorities, and government bodies for permits, licences, and approvals.
- Manage import schedules ensuring timely arrival of goods to prevent stockouts.
- Oversee cold-chain storage requirements and ensure proper handling of temperature-controlled items.

Forecasting & Trends Analysis

- Analyse consumption trends and store usage data to project future demand and optimize purchasing cycles.

QUICK SERVICE

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- Monitor global and regional market conditions (freight rates, commodity prices, foreign exchange) to inform purchasing decisions.
- Prepare monthly procurement and inventory reports highlighting cost savings, variances, risks, and opportunities.

Logistics & Distribution

- Plan and coordinate shipping, freight consolidation, and logistics for inbound and outbound goods.
- Oversee distribution and dispatch of products to all restaurant locations in line with production and sales timelines.
- Manage relationships with logistics partners, cold storage facilities, and transport contractors.
- Ensure accurate documentation and tracking of shipments to stores.

Financial & Operational Controls

- Work closely with Finance to plan and secure foreign currency allocations.
 - Manage the procurement budget, track spend, and implement cost-control measures.
 - Ensure accurate and timely processing of purchase orders, GRNs, and invoices.
 - Implement and maintain procurement SOPs, internal controls, and franchise compliance standards.
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Skills & Competencies

- Strong negotiation and vendor-management abilities.
 - Excellent analytical and forecasting skills.
 - In-depth understanding of importation processes, customs regulations, and cold-chain logistics.
 - Ability to interpret market trends affecting pricing, currency, and freight.
 - Strong communication and relationship-building skills.
 - Proficiency with inventory management software, ERP systems, and Excel.
 - Highly organized, detail-oriented, and able to manage multiple timelines.
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Qualifications & Experience

- Bachelor's Degree in Supply Chain Management, Logistics, Business Administration, or related field.
- 5–7 years' experience in procurement or supply chain management, preferably in food service, FMCG, or restaurant operations.
- Demonstrated experience in importation, customs clearance, and cold-storage coordination.
- Proven track record of negotiating with local and international suppliers.

- Experience supporting multi-location operations is an asset.

Working Conditions

- The role is primarily based at the Corporate Office with standard Monday–Friday working hours; however, extended hours may be required during peak purchasing periods, shipment arrivals, or urgent supply issues.
- Occasional travel to local restaurant locations, suppliers, customs offices, ports, warehouses, and cold storage facilities is required.
- Work involves regular coordination with international suppliers across different time zones, which may necessitate early morning or late-evening communication.
- The position requires frequent handling of import and logistics documentation and interaction with external agencies such as customs, health authorities, and clearing agents.
- Visits to storage areas, cold rooms, or warehouses may require personal protective equipment (PPE) and adherence to food-safety and safety protocols.
- The role may involve occasional physical activity, such as inspecting shipments or verifying inventory at warehouses or distribution points.
- Fast-paced environment with frequent deadlines tied to inventory levels, shipping schedules, and operational demands of multiple restaurant locations.