

GRAND CAYMAN

CAYMAN ISLANDS

Position: Purchasing Clerk / Manager

Reporting Relationship: Director of Finance

Location: ONE GT, Grand Cayman - Goring Avenue Grand Cayman, Cayman Islands KY1-1105

Work Type: 100% On-Site

Position Summary: The Purchasing Clerk/Manager at ONE GT, Grand Cayman will oversee the procurement of goods and services to support hotel operations, ensuring quality, cost-effectiveness, and timely delivery. This role is responsible for sourcing suppliers, managing purchase orders, maintaining accurate inventory records, and upholding corporate policies and standards. This role will also handle the inspection and receiving of goods. The Purchasing Clerk/Manager will collaborate closely with the Executive Chef and Housekeeper Executive along with Director of Food and Beverage to coordinate their orders. With the goal of meeting operational needs while safeguarding the hotel's financial resources and contributing to overall efficiency

About ONE GT (Grand Cayman): Expected to open by the end of 2025, ONE GT is Grand Cayman's premier luxury urban residential resort. Located in the heart of George Town, our 10-story landmark features the island's only rooftop infinite-edge pool, high-end dining options, a pastry café, and stunning 360-degree views. The resort is steps away from luxury shopping, gourmet dining, and cultural landmarks, offering a seamless balance of productivity and relaxation. ONE GT has been awarded the 5-star winner and nominee for several regional awards and won Best Hotel Architecture Cayman Islands and Best New Hotel Construction & Design.

About Remington Hospitality: ONE GT, Grand Cayman is managed by Remington Hospitality. When you build a career at Remington, you achieve success, growth, and friendships. We offer endless opportunities and so many reasons to stay with us. As a team, we roll up our sleeves to take care of our guests and celebrate success together. Expectations are clear, collaboration is encouraged, and opportunity is there-if you reach for it. Come join us and succeed in our dynamic culture where you are valued and appreciated.

Core Responsibilities:

- Oversee the purchasing process to ensure all goods and services are sourced cost-effectively, delivered on time, and meet the hotel's quality standards.
- Prepare, review, and process purchase orders in line with approved budgets and operational needs.
- Source and evaluate vendors, negotiate pricing and contracts, and maintain positive supplier relationships.
- Monitor and maintain accurate inventory levels, establish PAR levels & order frequency, coordinating with department heads to forecast purchasing needs.
- Ensure compliance with corporate purchasing policies, financial controls, and audit requirements.
- Reconcile invoices with purchase orders and deliveries, working closely with Accounts Payable to resolve discrepancies.
- Maintain organized purchasing records, contracts, and supplier documentation.
- Collaborate with kitchen, housekeeping, engineering, and other departments to ensure timely availability of required supplies.
- Support cost control initiatives by identifying opportunities to reduce expenses without compromising quality.
- Participate in month-end and year-end inventory counts, providing accurate reports to accounting.
- Oversee Deliveries for accuracy and quality control while recording and requesting credit notes where needed



Knowledge, Skills, and Competencies:

- Minimum 2 years' experience in purchasing, procurement, or supply chain management; hospitality industry experience preferred.
- Strong knowledge of purchasing procedures, inventory control, and vendor management.
- Experience with accounting or property management systems (e.g., SUN, Opera, QuickBooks, or similar).
- Excellent negotiation and communication skills with the ability to build and maintain strong supplier relationships.
- High attention to detail and accuracy in processing orders, contracts, and records.
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft Excel, Word, and purchasing or inventory management software.
- Ability to work independently while collaborating effectively with finance and operational teams.
- Solid problem-solving and analytical abilities, with a focus on cost control and efficiency.
- Commitment to maintaining integrity, confidentiality, and compliance with corporate policies.

Additional Requirements: This job description is not an exhaustive list of all job functions required for this position. Additional duties may be assigned as needed based on business demands.

Preference will be given to Caymanians and Permanent Resident Holders (P.R. & RERC Holder)

