

Purchaser

Posted By: Golden Fortune Restaurant

Location: Halifax

Salary: \$24.0 Per Hour

JOB ID : RJ5361036

Posting Date : 08-Jul-2025

Expiry date : 04-Jan-2026

Education : Minimum a college diploma

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Job Title: Purchaser-Restaurant (NOC 12102)

Term: Permanent

Working hours: 30.0-35.0 Hours/Week

Wage: \$24.0 per hour

Work location: 189 Herring Cove Road in Halifax, Nova Scotia, B3P 1K9

Golden Fortune Restaurant is a modern Chinese restaurant well-regarded in the local community. Known for its elegant design and comfortable dining environment, Golden Fortune offers a wide variety of dishes ranging from traditional Chinese cuisine to more contemporary Asian-inspired meals. The restaurant serves both dine-in and takeout customers, with a menu that features popular items such as stir-fried dishes, noodle and rice combinations, dim sum, seafood specialties, and family-style meals.

Golden Fortune is committed to providing high-quality food and attentive customer service, bringing authentic flavors and a warm atmosphere to every dining experience. The restaurant also offers convenient services such as phone-in ordering, online ordering, and party tray options for family

gatherings and special occasions.

As part of our ongoing growth and operational stability, we are seeking a full-time Purchaser to oversee the sourcing and procurement of food ingredients, kitchen supplies, and other essential materials. This position plays a key role in supporting the restaurant's smooth and efficient daily operations and maintaining our high standards of service.

Main duties:

- Assess the restaurant's operational needs and regularly identify purchasing requirements for food ingredients, takeout containers, cleaning supplies, and basic kitchen tools.
- Source and procure high-quality food materials, packaging items, tableware, uniforms, and other essential restaurant supplies from both local and specialized vendors.
- Communicate with regular suppliers to compare product quality, review price quotes, and select the best options within budget.
- Negotiate pricing and basic contract terms for repeat orders, including delivery terms and volume discounts for frequently used materials.
- Coordinate delivery schedules to ensure timely restocking of inventory and prevent any disruption to restaurant operations.
- Maintain inventory records and track incoming shipments, inspect deliveries for completeness and quality.
- Resolve issues such as order discrepancies, late deliveries, and damaged goods with suppliers promptly.
- Support custom orders for seasonal menu items, festival packages, or occasional party trays by arranging special purchases with vendors.
- Ensure compliance with food safety standards when procuring perishable goods or equipment.

Skills and Qualifications Requirement:

- Completion of a college diploma or university degree is required.
- A degree in business administration, supply chain management, commerce, communications, or a related field is preferred.
- Minimum 2 years of experience in purchasing, inventory management, or a customer service environment is required.
- Familiarity with basic procurement practices and vendor coordination is an advantage.
- Strong negotiation skills.
- Strong communication and organizational skills are essential.
- Independent working and problem-solving skills.
- Flexible with working hours to accommodate delivery schedules and urgent purchases.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: goldenfortune.contact@gmail.com

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