



## Purchaser

Posted by Golden Fortune Restaurant

**Posting Date :** 08-Jul-2025

**Closing Date :** 04-Jan-2026

**Location :** Halifax

**Salary :** \$24.0 Per Hour

### Job Requirements

- **Education:** Minimum a college diploma
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4212726

### 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](mailto:goldenfortune.contact@gmail.com)**

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