



## Position Description

Company	Skyline Enterprises Limited	Date	January 2026
Title	Purchasing & Inventory Team Lead	Reports to	Strategic Projects Manager
Team	Stores	Location	Queenstown

### Our Purpose

***Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...***

The purpose of this role is to be responsible for leading the organisation's purchasing, inventory and supplier management functions to ensure cost-effective, compliant and sustainable supply across all operational areas, while leading and maintaining the efficient day-to-day operation of the Purchasing, Freight & Logistics & Stores team.

### Our Strategic Goals

#### DELIVER:

Target ROI from all SEL Business units

#### INVEST:

In high potential businesses in outstanding locations

#### OPERATE:

An efficient, agile and sustainable business

#### EMPOWER:

Empower our people to deliver real fun

### Our Values and Culture

Skyline Enterprises is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.

**we're  
brave**

**we  
care**

**we  
do**



**skyline.co.nz**

## Key Relationships

### Internal

- People & Capability
- Admin/Accounts
- Restaurant & Bar Manager
- Restaurant Reception
- Kitchen Team
- Sales & Marketing
- Activities Departments
- Conference & Events
- Purchasing

### External

- Suppliers



	Description	Weight
Key Responsibilities	<p><b>The Purchasing &amp; Inventory Team Lead will be responsible for the day-to-day coordination of the Freight &amp; Logistics and Stores team ensuring all activities run as scheduled.</b></p> <p>Expected Results</p> <ul style="list-style-type: none"> <li>○ The Purchasing &amp; Inventory Team Lead provides leadership and operational oversight to the Freight &amp; Logistics and Stores team members.</li> <li>○ To provide guidance and actively set an example for team members, ensuring that all standard operating procedures are maintained and followed.</li> <li>○ Conduct employee performance evaluations and wage reviews in accordance with the organisational performance review structure.</li> <li>○ To ensure that staff are rotated on a regular basis and take work breaks as appropriate to their rostered shift of work.</li> <li>○ To comply with company policy relating to recruitment, induction and associated staffing matters.</li> <li>○ To consistently monitor, coach and encourage team members to meet the company's service and efficiency standards.</li> <li>○ Hold regular meetings with team members to discuss the department's performance and resolve any issues in the procurement process.</li> <li>○ To immediately advise the Operations Manager – Hospitality &amp; Development and/or People &amp; Capability Partners of any staffing issues that may result in disciplinary action.</li> <li>○ To maintain high levels of staff satisfaction by providing a clear sense of direction, a leadership style that generates motivation, enthusiasm and commitment to the company's values, vision and objectives.</li> </ul> <p><b>The Purchasing &amp; Inventory Team Lead will be responsible for managing the receiving functions of all stock that arrives at Skyline Queenstown</b></p> <p>Expected results</p> <ul style="list-style-type: none"> <li>○ To maintain/enhance established systems for the receipt of stock.</li> <li>○ To ensure that all stock received is accounted for by the Stores Person and delivered to the appropriate stores area/department in a timely fashion and with all relevant documentation.</li> <li>○ To be responsible for ensuring all inwards goods are checked thoroughly for quality and quantity against relevant purchase orders, packing slips and invoices.</li> <li>○ To ensure that all prices charged are consistent with the packing slip.</li> <li>○ Monitor and support returns, damage replacements, and warranty claims.</li> </ul> <p><b>The Purchasing &amp; Inventory Team Lead will be responsible for Food and Beverage department stock control at Skyline Queenstown:</b></p> <p>Expected results</p>	60%



- To maintain/enhance established systems for the effective storage of food and beverage stock.
- To ensure that all store areas are maintained to the appropriate level of cleanliness and hygiene.
- To monitor and document all refrigeration and freezer storage temperatures.
- To undertake monthly stocktake of all food and beverage.
- Develop plans for the effective organization and storage of the F&B inventory.
- Ensure maintenance of accurate records for all stored materials, and the safe, secure and orderly upkeep of storage areas.

**The Purchasing & Inventory Team Lead will be responsible for the management of uniforms for all departments:**

Expected results

- To ensure that there is a robust process for the allocation, collection and return of Skyline Queenstown uniforms
- Ensure accurate records are maintained for the allocation and return of uniforms.
- To ensure that uniform is inspected upon return, and alterations or repairs made accordingly.
- Ensure uniform stock levels are maintained according to demand (seasonal requirements), and spare items are stored securely and access restricted.

**The Purchasing & Inventory Team Lead will be responsible for operating and managing the relevant back-office operations at Skyline Queenstown:**

Expected results

- Maintaining and reviewing all records of purchased goods, including their costs, deliveries and inventories.
- To ensure that all relevant data is inputted to the highest level of accuracy and that relevant documentation is processed in a timely manner.
- To ensure the back-office software is managed and operated as per the Food & Beverage Manager's guidelines.
- To ensure the POS for food and beverage is managed and operated as per the Food & Beverage Manager's guidelines.
- Prepare procurement execution plans and oversee the full array of inventory management and procurement functions of purchasing, expediting, receipt and inspections, and logistics.
- Maintain/enhance stocking criteria, replenishment levels, inventory management and tracking and reporting procedures.
- Prepare, maintain and review purchasing files and records, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, ensure invoices are charged to the appropriate accounts, and monitor inventory transfer forms for financial records.



- To lead the stores team in ensuring that it maintains updated data such as information about suppliers' products and prices.
- To prepare and process purchase orders in accordance with Skyline policies and procedures.

**The Procurement and Inventory Manager will be responsible for formulating and driving a consistent approach towards all sourcing and strategic sourcing within the business.**

Expected results

- To establish, harmonise and maintain appropriate formalised purchasing policies, compliance and procedures across the food and beverage department.
- To develop a suitable database and protocol for ongoing supplier management including the ongoing creation, rationalisation and management of preferred suppliers along with a clear contractor overview highlighting key contracted information.
- To research and recommend supplier selection to encourage continual improvement.
- Support, and in some cases lead, cost reduction efforts.
- To support the business in its endeavours to monitor supplier's performance in line with KPIs, contractual obligations and service level agreements.

**The Purchasing & Inventory Team Lead will always maintain and encourage effective internal department and external communication.**

Expected Results




- To attend department meetings, maintain department logs and obtain regular feedback from staff.
- To establish and maintain effective and positive communication amongst all team members through active involvement with staff and an approachable communication style.
- To liaise with and assist other departments in co-ordinating the exchange and sharing of staff and equipment and to facilitate a co-operative internal environment.
- To maintain effective monitoring and accurate reporting systems are in place to provide immediate feedback on operational issues.
- Keep departments informed of product directions, availability, lead times etc.

**The Purchasing & Inventory Team Lead will be responsible of ensuring the highest standard of product presentation and security.**

Expected Results

- To be appropriately attired and always presented.
- To ensure all plant and equipment is appropriately maintained and always presented.
- To ensure work areas are clean and well always presented via adherence to relevant cleaning results/schedules.



	<ul style="list-style-type: none"> <li>○ To ensure all plant and equipment is secured as appropriate. To maintain high levels of staff satisfaction by providing a clear sense of direction, a leadership style that generates motivation, enthusiasm and commitment to the company's vision and objectives.</li> </ul>	
<b>Guest Services</b>	<ul style="list-style-type: none"> <li>○ To be responsible for quality guest service around the complex.</li> <li>○ To deal quickly and correctly with any guest complaints within the established guidelines.</li> <li>○ To deal with enquiries and questions about Skyline and Queenstown.</li> <li>○ To ensure that the needs of all our guests are given priority over all other activities always providing the highest level of quality guest service.</li> <li>○ Promptly respond to guest requests and queries by resolving issues in a timely and efficient manner.</li> <li>○ Observe guests and ensure satisfaction with all products and services</li> <li>○ Have complete knowledge of departmental products and services</li> </ul>	20%
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>○ As per Delegations Authority</li> </ul> <p>In addition to Delegations Authority, the role is accountable for:</p> <ul style="list-style-type: none"> <li>○ Delivering measurable cost efficiencies and value-for-money outcomes.</li> <li>○ Maintaining effective inventory controls and stock variance management.</li> <li>○ Supporting budget development and ongoing cost performance reporting.</li> <li>○ Ensuring contract compliance and commercial risk management.</li> </ul>	10%
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>○ Perform any other reasonable duties as requested by leader.</li> <li>○ Attend regular training sessions and departmental meetings.</li> <li>○ Follow company sustainability practices, including waste reduction and recycling procedures.</li> <li>○ Maintain a public image which is always compatible with the highest standards whilst on the premises or representing Skyline in a work capacity.</li> <li>○ Ensure all aspects of the company's purpose, focus and core values are upheld.</li> <li>○ Ensure full confidentiality is maintained at all times</li> </ul>	5%
<b>Social, Environmental &amp; Governance Sustainability</b>	<p>Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>People</b> Caring for our people, our communities and our customers</p> </div> <div style="text-align: center;">  <p><b>Place</b> A light footprint on the land, guardians of our places</p> </div> <div style="text-align: center;">  <p><b>Prosperity</b> A value-driven responsible business</p> </div> </div> <ul style="list-style-type: none"> <li>• Ensure recycling and waste management practices are carried out where possible</li> </ul>	5%



	<ul style="list-style-type: none"> <li>• Maintain your work area to an environmentally acceptable standard</li> <li>• Make suggestions for environmentally sustainable improvements</li> </ul> <p>The Purchasing &amp; Inventory Team Lead will be responsible for embedding sustainable and responsible procurement practices across the business.</p> <p>Expected results:</p> <ul style="list-style-type: none"> <li>○ Integrate sustainability, ethical sourcing and lifecycle cost considerations into supplier selection and contract management.</li> <li>○ Support waste minimisation and packaging reduction initiatives through supply chain design.</li> <li>○ Promote preferred supplier frameworks that align with organisational sustainability objectives.</li> <li>○ Partner with internal stakeholders to reduce environmental impact and improve resource efficiency.</li> </ul>	
<b>Health &amp; Safety</b>	<p>Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives.</p> <ul style="list-style-type: none"> <li>○ Take responsibility for meeting Skyline's obligations in workplace health and safety by making sure own actions keep yourself and others safe</li> <li>○ Conduct your work in a safe and reliable manner, adhering to Skyline's H&amp;S procedures</li> <li>○ Champion and advocate H&amp;S where appropriate in your everyday interactions</li> <li>○ Undertake H&amp;S administrative processes as required</li> </ul>	5%

#### Knowledge, Experience & Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>○ 2+ years' experience in purchasing, procurement, supply chain, inventory or stores within a hospitality, tourism, retail or operationally complex environment</li> <li>○ Experience supporting end-to-end procurement processes including supplier sourcing, ordering, receiving, invoicing and stock control</li> <li>○ Demonstrated experience working with multiple internal stakeholders to support operational delivery</li> <li>○ Strong written and verbal communication skills, including the ability to deal confidently with suppliers and internal teams</li> </ul>	<b>Desirable</b>	<ul style="list-style-type: none"> <li>○ Experience in contract management, preferred supplier frameworks or supplier performance monitoring</li> <li>○ Experience working in a multi-site or high-volume environment</li> <li>○ Knowledge of sustainable procurement, waste minimisation or ethical sourcing practices</li> <li>○ Relevant tertiary qualification in supply chain, procurement, business, hospitality or operations management</li> </ul>
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	<ul style="list-style-type: none"> <li>○ High level of competence using procurement, inventory or POS systems and Excel-based reporting</li> </ul>		
Person Specification / Key Attributes			
<b>Essential</b>	<ul style="list-style-type: none"> <li>○ Collaborative team player able to work across multiple stakeholders and departments</li> <li>○ Highly organised with strong attention to detail and a disciplined approach to process and compliance</li> <li>○ Practical problem-solver with a customer-focused and commercially minded approach</li> <li>○ Comfortable managing multiple tasks, deadlines and competing priorities in a fast-paced environment</li> <li>○ Confident decision-maker able to balance operational urgency with long-term business outcomes</li> <li>○ Strong sense of ownership, accountability and follow-through</li> </ul>	<b>Desirable</b>	<ul style="list-style-type: none"> <li>○ Demonstrated ability to drive continuous improvement and change in systems or processes</li> <li>○ Interest in sustainability, responsible sourcing or waste reduction</li> <li>○ Leadership style that builds trust, capability and engagement within teams</li> <li>○ Comfortable working in a complex environment with evolving priorities and projects</li> </ul>

### Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

