
VACANCY

Group Food & Beverage and Procurement Manager

We are looking for a Group Food & Beverage and Procurement Manager to join our tribe!

Responsibilities include but are not limited to:

- Food & Beverage Management of all establishments with emphasis on the culinary experience to ensure guest satisfaction.
- Manage procurement supply chain functions, including supplier negotiations, stock control and cost optimization.
- Oversee all daily/weekly consumables procured for the Ultimate Safaris' accommodation establishments as well as headquarters.
- Food Journey design with seasonality and emerging food trends blended to offer a unique dining experience highlighting our Namibian culinary heritage.
- Ensure compliance with food health and safety standards.
- Negotiate with suppliers to secure the best quality, pricing, reliability, and service level agreements.
- Training and development of chefs and procurement team to ensure cost efficiency, consistent quality, and exceptional guests experiences.
- Conduct regular visits to all our establishments, to oversee operations and engage with teams to mentor and support all departments for effective stock and quality management.
- Financial budget management with cost controls to ensure profitability through systematic analysis.

Requirements:

- Must be a Namibian Citizen or Permanent Resident.
- Code BE driver's license - required.
- Bachelor's degree in Hospitality Management, Food & Beverage Mgt or Business Administration, or related field, with 10 years' experience in the Hospitality Industry, in lodges/outlets positioned at the higher end of the market.
- A minimum of 5 years' experience in a senior management role with strong leadership skills to motivate and inspire teams.
- Excellent communication in English - spoken and written. An additional language would be advantageous.
- Proficient computer skills with experience in MS Office and hospitality software such as Tall Order or similar.
- Knowledge and experience with procurement processes, policy and systems.

Packages:

- Market related salaries which include.
 - Medical aid contributions
 - Pension contributions
 - Long service awards (14th cheques)
 - Performance based annual bonus (13th Cheques)

Please send your CV, application letter and contactable references, supporting documents to hr@ultimatesafaris.na

Closing date for applications is **11 September 2025** (only short-listed candidates shall be contacted)