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Purchasing Intern, UNPAID student position

Primary Location: Canada-Toronto-The Fairmont Royal York

Employee Status: Limited Term

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Purchasing Intern, UNPAID student position

Must currently be enrolled in a college/university program and internship part of the program.

To learn about the purchasing function and actively support the buying team in an administrative function while we, as a team, ensure that all goods, services and materials used by the Hotel are purchased at the lowest possible cost, giving consideration to quality and timeliness of deliveries while maintaining internal control procedures. The Co-op Student will observe the purchasing cycle from F&B Stores to Hotel Receiving with selected days scheduled in each area. For additional F&B Operations exposure, requests will be accommodated where possible.

Hotel Overview: Located in the heart of downtown Toronto, The Fairmont Royal York is within walking distance to the business and theatre districts and the city's best shopping and dining. Having hosted more than 40 million guests since it opened its doors in 1929, The Fairmont Royal York continues to represent the epitome of hospitality. With 1365 guest rooms, 70,000 square feet in 34 conference and banquet rooms, and over 1200 colleagues, The Fairmont Royal York depicts the elegance of its past while providing the finest conveniences for today's travellers.

Summary of Responsibilities:

Reporting to the Purchasing Manager, responsibilities and essential job functions include but are not limited to the following:

- Update vendor quotations, Avendra and other in "Adaco" purchasing system
- Set-up and maintain daily order sheets for food stores and applicable departments
- Daily produce distribution
- Preparation and distribution of purchase orders
- Confirmation of orders by telephone or fax
- Communication and follow-up on outstanding deliveries
- Investigate and resolve order discrepancies
- Actively participate in product sourcing
- Produce Food and Beverage flash report
- Administrative support
- F&B Stores Operations
- Hotel Receiving Operations

Qualifications:

- Currently enrolled in a Hotel Management or related degree required

Generally earned in a Hotel management or related degree program

- General knowledge of food and beverage products, including alcoholic and non-alcoholic
- Basic computer skills including Microsoft Word, Excel and other windows based applications
- Ability to multi task in a busy office environment
- Must demonstrate excellent interpersonal skills
- Strong command of English language both written and verbal
- Must be provided WSIB through their school during placement

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ABOUT FAIRMONT HOTELS & RESORTS

At Fairmont Hotels & Resort we offer our guests the finest hospitality experience in each of our destinations. And we know that, to offer our guests the best, we first need to offer our employees the best. That's why you'll find exceptional work opportunities - throughout North America and the Caribbean, Europe and Africa, the Middle East and Asia Pacific - as well as industry - leading training, career development, recognition and rewards. Fairmont Hotels & Resorts is a celebrated collection of hotels that includes landmark locations like London's The Savoy, New York's The Plaza, and Shanghai's Fairmont Peace Hotel. Our teams are guided by values of Respect, Integrity, Teamwork and Empowerment; we employ the highest ethical and quality standards, treating all colleagues with fairness and dignity. A community and environmental leader, Fairmont is also regarded for its responsible tourism practices and award - winning Green Partnership program. An exciting future awaits!

Job Level: Colleague

Schedule: Full-time

Shift: Day Job

Travel: No

Closing Date: Ongoing

Job Number: RYH00283

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