



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Cost Controller

He/She will oversee Costing Department, Store and Receiving and work closely with the F&B Operation and Finance teams. He/She will also be required to work on business cases and give analytical support to assist Senior Management in decision making.

Job Responsibilities include, but are not limited to:

- Work closely with the Food & Beverage Department on operational, inventory and cost related matters
- Establish and implement cost control system and cost category for each business unit
- Evaluate standard recipe; determine theoretical cost and selling price, and provide recommendations on cost control
- Achieve budget objectives by monitoring expenditure, analysing variances, initiating corrective actions
- Protect assets by establishing, monitoring and enforcing internal controls
- Prepare monthly food and beverage reports by collecting, analysing and summarising information and trends
- Supervise stocktaking process in stores, kitchens and bars and, investigate and trace inventory discrepancies
- Ensure proper record keeping of inventories, track and audit all inventory processes
- Oversee preparation of all reports relating to costing, ensure costs are allocated correctly to each business unit
- Verify daily outlet void control sheets, control daily complimentary, FOC and business recovery transactions

Attributes:

- Able to foster teamwork, and work cordially with peers and others
- Work well in a fast-paced environment
- Mature, meticulous, strong interpersonal skills, confident, approachable, patient with excellent communication skills

Interested applicants, kindly submit a comprehensive resume with your expected salary to:

tcrecruit@tanglin-club.org.sg