



COST CONTROLLER

Job Responsibilities

- Verify the market list initiated by the Chef and spot check purchase items quantity as per PO;
- Regular meeting with Chef and F&B Manager to achieve better planning and control for food and beverage costing;
- Tabulate potential costing and profit & Loss a/c for all in house promotions;
- Periodically inspection on the receiving dock to ensure the quality of goods received satisfactory;
- Ensure receiving and issuing of goods in storeroom is in order and ensure the procedures set are maintained;
- To prepare daily food and beverage cost report;
- To Monitor daily staff cafeteria costing;
- To prepare monthly food and beverages cost compilation report;
- To keep records and monitor all inter kitchen transfer;
- To conduct monthly stock inventory count and half yearly Operating Equipment count.

Job Requirements

- Candidate must possess at least a Diploma, Advance/Higher/Graduate Diploma in Finance/Accounting or equivalent;
- At least 1 year of working experience in the related field;
- Required language(s): Bahasa Malaysia, English, Mandarin;
- Self-motivated, independent, good interpersonal skills, hardworking and responsible;
- Able to work under pressure and tight deadlines.