

BAHAMAS POWER AND LIGHT COMPANY LTD.
VACANCY NOTICE



VN.NO. 2023-69

BUYER

A vacancy exists in the Company for the position of **Buyer** in the Supply Chain Division.

The Position

This job is located in the Procurement Department – Supply Chain Division with responsibility for facilitating the procurement of supplies for the Company. The job interacts with suppliers, recommends and ensures compliance with contracts and purchase orders, identifies materials, equipment and services most beneficial to the Company and prepares management reports. Requires extraordinary ethical and moral values, excellent interpersonal, written and verbal communication skills to interact effectively with vendors, and analytical, problem solving and computer skills. Works under general supervision with the use of judgement to complete the majority of work.

Responsibilities of the position include, but are not limited to, the following:

- Prepares and processes purchase orders for the procurement of supplies. This includes meeting and communicating with vendors to obtain price quotes, review processed orders for accuracy, follow-up on outstanding orders, and reconciles goods received notes and customs brokers statements with purchase orders for file closure;
- Recommends and ensures compliance with contracts and purchase orders;
- Maintains liaison with various departments in the Company to determine general service requirements (e.g., volumes, delivery preferences, timing of requirements, etc.), specific specifications, and service and quality received/expected from suppliers;
- Issues invitations to tender to prospective vendors and identifies the most beneficial materials, equipment and services for the Company;
- Performs a variety of other duties such as: prepares reports (e.g., management, status of requested goods, etc.), conducts research activities, forecasts requirements, participates in commodity teams, and assists related staff in identifying shipments.

Job requirements include:

- The completion of a four-year college degree (technical or business preferred).
- A minimum of two (2) years of procurement experience.
- A basic understanding of technical specifications and tradeoffs to effectively communicate with technical staff.
- Extraordinary ethical and moral values, and excellent interpersonal, written and verbal communication skills to interview vendors and prospective vendors, resolve complaints and monitor contracts and special requests.
- Negotiating, analytical and problem solving skills.
- The ability to prepare marketing and cost analysis reports for future purchases.
- Computer skills to input and retrieve information from the BPL's computerized system (e.g., product codes, costs, item descriptions, purchase requisitions and purchase orders), and the ability to operate standard office equipment.
- Must have a service oriented work attitude.
- Must be able to work effectively in teams.
- Must be self-motivated.

Interested persons should apply to Afuture@bplco.com on or before: **November 10, 2023.**

Only candidates meeting the criteria will be contacted.