

**BAHAMAS POWER AND LIGHT COMPANY LTD.**  
**VACANCY NOTICE**



**VN. NO. 2023-79**

**PROCUREMENT MANAGER**

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

**The Position**

The job is responsible for planning, directing, and coordinating the activities of buyers, logistic coordinators, and related workers involved in purchasing materials, products, and services. The job negotiates with vendors for the purchase of materials, equipment, and services, in a cost-effective manner, in appropriate quantities for the Company.

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

- Establishing and maintaining relationships with suppliers to meet the Company's' operating departments' needs for timely materials and services at the lowest total cost.
- Managing the commodity team program to develop standard products and pre-defined, preferred business arrangements. Responsible for the success of the commodity team approach.
- Ensuring decrease in the Company's overall material and service procurement costs.
- Ensuring reduction of total number of suppliers.
- Managing the vendor evaluation process, with an effective vendor evaluation schedule and disciplined follow up of vendor status criteria.
- Implementing comprehensive vendor performance management.
- Ensuring non-standard transactions are executed in accordance with the Corporation's policies.
- Maintaining confidential information regarding sensitive cost proposals, contract terms and conditions, employee salaries etc.
- Developing annual business plans and preparing operating budgets and targets for the procurement section.
- Establishing performance standards for the section and evaluating performance of personnel.
- Identifying root causes of performance gaps, developing and executing plans to continuously improve operations.
- Developing new supply sources where vendors are inadequate.
- Negotiating costs, examining bids, and making awards.
- Negotiating blanket purchase orders when appropriate and monitoring cost during time period.
- Reducing inventory while satisfying company requirements through accurate inventory usage data analysis and effective vendor stock solutions.
- Checking requisitions for appropriate approval and codes.
- Tracing delinquent arrivals from purchase orders.
- Establishing procurement policies and ensuring compliance.
- Performing other reasonable duties that may be requested from time to time.

**Job requirements include:**

- Bachelor degree in Management/Business Administration or equivalent qualifications
- Requires 8+ years of experience in procurement.
- Knowledge of purchasing/buying procedures and processes
- Knowledge of custom tariffs, supply contracts, shipping and transportation procedures.
- Ability to communicate effectively both orally and in writing.
- Judgement and sound reasoning ability
- Report writing skills
- Time management skills.

Interested persons should apply to [Afuture@bplco.com](mailto:Afuture@bplco.com) on or before: **December 15, 2023.**

**Only candidates meeting the criteria will be contacted.**