



Lynden Pindling International Airport  
Nassau Airport Development Company Ltd.  
JOB DESCRIPTION

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TITLE	Manager, Procurement
DEPARTMENT	Finance
DATE	JANUARY 2018

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**JOB PURPOSE** – This position is responsible for the management of the company's supply of products and services including strategizing to find cost-effective deals and suppliers to reduce procurement expenses, to assist the company in investing in growth and people.

**REPORTS TO** – CFO

**QUALIFICATIONS** –

- Bachelor's degree in accounting, finance or a related area; knowledgeable of accounting practices, business principles and broader economic conditions. Additional study or training or a recognized qualification in procurement would be an asset.
- Relevant experience in a similar position, good knowledge of sources of supply, market trends and pricing
- Adept at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software. Familiarization with Navision (NAV) software will be considered an asset.
- Ability to handle multiple tasks, interact professionally with staff. Strong analytical, problem-solving and effective oral and written communication skills.
- Ability to work within a team environment, motivate and provide technical guidance to subordinates, have exceptional leadership and organizational skills.
- Ability to make independent judgments and decisions while taking ownership of job responsibilities
- Strong negotiation and persuasion skills; very good interpersonal skills and ability to establish and maintain effective working relations with local and International vendors/contractors.

**KEY RESPONSIBILITIES** –

- Plans, organizes, and oversees daily activities of warehouse and inventory control operations.
- Ensure that the company has a very clear strategy when purchasing goods and services.
- Negotiate with external vendors to secure advantageous terms
- Identify opportunities to add value to the procurement process throughout the Company
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Control spend and build a culture of long-term saving on procurement costs
- Works with staff to accurately record department purchases.
- Submits final invoices to the Accounts Department for processing of payments
- Organizes the distribution and inspection of materials and supplies and conducts audits of inventories.
- Determines inventory order points and reorder quantities
- Reviews component consumption history for trend analysis, seasonal variations and inventory forecasting, as needed. Develop and implements staff development and training activities.
- Update policies and procedures for risk management and mitigation
- Other duties as assigned

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**Note:** The preceding information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.