



## **CAREER OPPORTUNITY PROCUREMENT COORDINATOR PURCHASING DEPARTMENT**

**JOB SUMMARY:** - This position is responsible for the end-to-end procurement process, from identifying sourcing needs to negotiating with suppliers, and order processing, in an efficient and cost-effective manner.

**REPORTS TO:** - Supervisor/Manager, Procurement

**KEY DUTIES AND RESPONSIBILITIES:** -

- Create and manage purchase orders, ensuring accuracy and compliance with company policies.
- Assist with identifying potential suppliers, evaluating their capabilities, and negotiating pricing terms while ensuring that suppliers meet quality standards and can meet requested delivery deadlines.
- Work with departmental managers to assist with purchasing needs.
- Resolve any issues that may arise during the procurement process.
- Collaborate with Storekeeper and Stores Clerk to optimize inventory levels and minimize stockouts.
- Assist with inspection and verification of goods delivered to Stores warehouse.
- Promote cooperative working relationships with vendors and internal departments.
- Work cooperatively with the accounting department to ensure accurate record keeping of purchasing activity.
- Process all shipping and import duties and charges through the accounting software.
- Undertake special projects and other duties as required.

**QUALIFICATIONS:** -

- A post-secondary education, preferably with a purchasing designation from a recognized professional association.
- Four (4) years' experience in a similar position.
- Proficiency with Microsoft Office software, specifically Microsoft Excel.
- Familiarization with Microsoft Business Central software will be an asset.
- Analytical, problem-solving and effective communication skills.
- Excellent organizational skills.
- Attention to detail and ability to multi-task in a high demanding environment.
- Ability to interact professionally with staff, vendors, and other relevant stakeholders.

Resumes and certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Friday, October 4, 2024**. Please indicate the position you are applying for in the subject field.