

Butterfield & Vallis

Food Service Division

BUYER

Responsibilities will encompass a broad range of activities associated with purchasing/stock control, including but not limited to:

- Regular monitoring of divisional sales performance.
- Daily Cognos review with reference specifically to items purchased.
- Principal co-ordinator of supplier visits in conjunction with the Sales Manager.
- Purchasing products from principals at the most competitive price levels as are reasonably possible, and for negotiating first costs, discounts, sheltered income.
- Ensuring that adequate stocks are maintained.
- Recommending shipping companies, freight consolidators, and negotiating freight rates.
- Ensuring that the quoted price is invoiced.
- Maintaining accuracy of inventory.

Applicants must:

- Be educated to at least secondary level.
- Be a self starter with the ability to work fast and accurately.
- Be computer literate (Microsoft Excel, Word, Outlook, Cognos).
- Have strong organizational & interpersonal skills.
- Have strong verbal & written communication skills.
- Possess high standards.

Experience in the food business is preferred.

Interested applicants should apply in writing to:

Human Resource Manager

Butterfield & Vallis

P.O. Box HM 468

Hamilton HM BX

Or

Email to: hrmanager@bv.bm

No telephone enquires please.

Closing date for applicants: Friday February 3rd, 2012.

Butterfield & Vallis is an equal opportunity employer with a “Drug Free Workplace” policy.