

Otis Elevator Co. (Bermuda) Ltd.

A member of the BAS Group of Companies

Excellent career opportunities are currently available with Otis Elevator Co. (Bermuda) Ltd.

Procurement & Logistic Controller

Job Description: Otis Bermuda is seeking an experienced professional to perform the duties of Procurement & Logistic Support Officer. The successful candidate will be responsible for the procurement and inventory of parts/equipment and logistical support for maintenance, repairs, modernizations and new equipment.

Key Responsibilities

- Supplier liaison for expediting orders to ensure order and receipt is met in timely manner, dealing with bill of lading, receipt of commercial invoices and confirmation of receipt of goods
- Create and maintain parts inventory
- The sourcing of parts, equipment and services from suppliers taking into consideration minimum stock levels, costs, availability of supply and delivery timelines.
- Maintain MSDS Sheets of all materials received
- Purchase order processing for equipment, parts and services
- Manage and track company owned tools and issue replacement tools to mechanics as required
- Inventory of equipment to be created and maintained
- Ensure sufficient levels of safety consumables are in stock at all times
- File creation and management of active and archive documentation
- Maintain and update purchase ledgers and spreadsheets
- Liaise and assist accounts department with the processing of invoices
- The sourcing of suppliers.

Qualifications/Experience required:

- Experience of working in a high pressure environment essential
- Strong background in administration and supply essential
- Electro-mechanical background would be an asset.
- Strong organizational skills, particularly the ability to prioritize
- Strong interpersonal skills, including the ability to verbally brief senior management
- Team-player
- Punctual

Please apply in writing to:

General Manager

Otis Elevator Co. (Bermuda) Ltd.

P.O. Box 1546,

Hamilton HM FX, Bermuda

info@otisbermuda.bm

Deadline for applications is 2nd March 2012