



***BGA Wholesale  
Distributor  
invites applications  
for the position of  
BUYER***

\* \* \*

***BGA offers a  
competitive salary and  
benefits package that  
includes a Pension  
Scheme, Health,  
Dental & Life  
Insurance as well as a  
Company Discount  
Scheme, that includes  
discounts to: the  
Phoenix Stores  
Limited, SAL Limited,  
Aberfeldy Nurseries  
Limited, Pitt &  
Company Ltd. and  
BGA.***

Reporting directly to the Purchasing Manager, the Buyer would be responsible for maintaining a good working relationship with suppliers; other specific tasks and duties will include:

- Reviewing sales, projecting demand and placing purchase orders on vendors;
- Reviewing order quantities;
- Negotiation of best possible price and freight rates;
- Maintaining budgeted gross margin for lines responsible;
- Receiving invoices, matching and costing product/freight and notifying suppliers of discrepancies;
- Complying with budgeted inventory levels, service levels and turnovers;
- Tracing delayed shipments with suppliers and forwarders;
- Meeting with supplier representatives on their visits;
- Approving invoice matching;
- Costing goods and maintaining gross margins;
- Examining and determining the brands and number of items to be handled;
- Setting up new items;
- Ensuring that supplier credits are received;
- Preparing price comparisons with competitive brands, informing Sales and Marketing of special offers and programs;
- Maintaining item masterfile for lines responsible;
- Monitoring competitive activities and identifying possible new suppliers;
- Assisting Purchasing Manager with other job-related tasks.

**Requirements**

- A minimum of 3 years experience with controllables or in a purchasing role or comparable field is required.
- Working knowledge of the wholesale industry and/or wholesale products
- Working knowledge of vendors and purveyors both locally and overseas
- Strong interpersonal skills with a professional telephone manner
- Proven ability to solve problems and “trouble-shoot”
- Familiarity with relevant AS400/BASE modules
- Ability to prioritize and share tasks within a team
- Flexible approach to departmental tasks
- Ability to work in a deadline oriented role

Interested applicants should apply in writing by the 25th of October, 2012 to: Human Resources, BGA Group of Companies, P.O. Box HM 506, Hamilton, HM CX, Bermuda, OR via email to: [cpacheco@bga.bm](mailto:cpacheco@bga.bm). All applications will be treated in strict confidence.