

Join a team who cares about excellence

PROCUREMENT BUYER

PROCUREMENT MANAGEMENT

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Responsible for the timely procurement of products, materials, and supplies to support service requirements and inventory levels at BHB
- Assisting with the preparation, changes and administration of bids, requests for quote, requests for proposal, requests for information, and vendor management (includes contracts and renewals) documentation
- Reviewing all requisitions for required detail in purchasing system (Lawson) to ensure timely processing. Also ensures requisitions comply with the capital Equipment Purchase and the Capital X-Form to ensure proper approvals
- Generating purchase orders from approved electronic requisitions tracking system as governed by BHB Scheme of Delegation, and transmits purchase order via PDF, fax or Electronic Data Interchange (EDI)
- Liaising and negotiating with foreign and local suppliers for best possible product and price for goods, services and supplies
- Monitoring status of outstanding orders, based on order confirmation from suppliers, supply shortages, changes in prices, delays in shipping and short dating. Investigates any discrepancies with orders
- Liaising with Supplies & Logistic Supervisor on all items to be returned to the supplier. Ensures that credits are received and forward to BHB A/P for all returned items or damaged

Qualifications &/ Registration required:

- Associates Degree in Business, or a related field with three years' experience in healthcare or in a purchasing environment
- PMAC certificate in Purchasing (or a commitment to achieve)
- Minimum 1 year experience with vendor contract negotiations
- Experience in the procurement of medical supplies and general consumables highly preferred

Closing date for all applications is April 3, 2018. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,

visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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VISION:
EXCEPTIONAL CARE.
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