



Automotive Parts Purchaser

Duties & Responsibilities:

- Liaise and negotiate with suppliers and manufacturers
- Purchasing parts and supplies
 - o Analyze stock levels in order to create purchase orders
 - o Create and transmit purchase orders to suppliers and manufacturers
 - o Order all special orders created by sales and service staff
- Coordinate shipments
 - o Ensure freight forwarders or Courier companies have all the necessary documents required for importation.
 - o Arrange freight payments as required by freight forwarders
 - o Follow up with manufacturers regarding overdue orders
- Customs clearance and deliveries
 - o Ensure all prepayments are made as required for customs clearance
 - o Inspect and sign for courier orders
- Manage receipt of inventory
 - o Process all inventory receipts in CDK
- Pricing and Margins
 - o Accurately price parts for special orders
 - o Ensure all inventory is priced correctly
- Customer contact
 - o Contact customers when special order parts or parts set aside on ocean orders arrive
 - o Contact customers and advise if delays are experienced with special orders
- Keep team updated on status of orders/shipments
 - o Advise parts and service staff of expected arrival dates or delays for stock orders and special orders as required
- Loss and inventory reports
 - o Make stock adjustments to remove or add parts to inventory a result of bin checks, damage or incorrect sales
- Assist with stock counting
 - o Assist with annual stock take or rotational stock takes as required
- Other ad hoc duties as required

Minimum Qualifications, Skills & Experience:

- Minimum 3 years relevant experience in procurement, purchasing and inventory management in the automotive/transportation industry
- Experience in dealing with customs clearance, freight forwarders and courier companies
- Sound knowledge of purchasing, negotiation, costing, receiving and pricing
- An understanding of automotive components, maintenance and repair is required
- Proven analytical and problem-solving skills
- Good computer aptitude with applied proficiency in Microsoft Outlook, Excel and Word
- Above average written and oral communication skills
- Strong mathematical ability
- Ability to operate under pressure

Hours/days of work: Monday – Friday, 40-hour work week,

Please do not apply if you do not meet the Minimum Qualifications,
Skills & Experience

All application should be sent to hr@autosolutions.bm

Closing date: January 23rd, 2020