

**Bermuda General
Agency Ltd. invites
applications for an
experienced:**

**Pharmaceuticals
Buyer**

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*The successful applicant
will receive a competitive
compensation package
which would include
Major Medical and Life
Insurance as well as
Group discounts to:
The Phoenix Stores
Ltd., SAL Ltd., Aberfeldy
Nurseries Ltd. and
warehouse pricing at
Pitt & Company Ltd.
and Bermuda General
Agency Ltd.*



Reporting directly to the Pharmaceuticals Manager, the Buyer will be responsible for ensuring adequate supply of Pharmaceutical and allied products to BGA and ensuring most effective source, balancing price with reliability and sustainability of supply.

RESPONSIBILITIES WILL INCLUDE:

- Reviewing sales, projecting demand and placing purchase orders on vendors;
- Receiving invoices, matching and costing product/freight;
- Managing ambient and cold chain supply logistics;
- Managing the 'Pharmacy Special Order' database;
- Sourcing and supplying special order products;
- Obtaining import permits from the Bermuda Government;
- Examining and executing any departmental performance improvements;
- Any other associated duties as specified or requested by the Manager.

REQUIREMENTS:

- 5 years' experience within the Medical or Pharmaceutical fields;
- 5 years' experience purchasing and sourcing pharmaceuticals;
- Familiarity with relevant Bermuda Government Pharmaceutical Legislation is a must;
- Familiarity with Good Distribution Practices (GDP);
- Familiarity with customs clearance and duty procedures;
- Working knowledge of the pharmaceutical industry and prescription/OTC pharmaceutical products;
- Professional telephone manner and excellent interpersonal and customer service skills;
- Familiarity with relevant AS400/BASE modules and Microsoft Office;
- Having flexibility and the ability to prioritize and share tasks within a compact team;
- Ability to work in a fast-paced, deadline-oriented role while maintaining careful attention to detail.

Interested applicants should apply in writing by the 19th of October 2020 to the Human Resources Manager, BGA Wholesale Distributor, P.O. Box HM 506, Hamilton, HM CX, or direct submissions via email to: bgahr@bga.bm.

*Only applicants short-listed for interviews will be contacted.
All applications will be treated in strict confidence.*