



BIOS

BERMUDA
INSTITUTE
OF OCEAN
SCIENCES

PURCHASING MANAGER

The Bermuda Institute of Ocean Sciences (BIOS), Inc. is a US incorporated 501(c)(3) 'not-for-profit' marine research and education institution incorporated in New York State and based in Bermuda since 1903. BIOS currently employs a multi-national staff of approximately 100 people and caters to 2,000 scientific and educational visitors per year. Activities include oceanographic and marine biological research conducted by resident and visiting scientists, and university-level courses on topics ranging from marine pollution to remote sensing. BIOS operates an oceanographic research vessel RV Atlantic Explorer which functions as a sea-going laboratory supporting both faculty and scientists from BIOS and other institutions and agencies. Additional information on BIOS can be found on our web site at <http://www.bios.edu>

The Purchasing Manager's responsibilities and duties include:

- Rationalize all purchases, both for science and operations
- Establish systems to centralize and consolidate all imports through forwarders
- Ship in a full container every two weeks or as determined is necessary
- Purchase all scientific supplies, chemicals, isotopes, equipment, as well as general supplies, etc. from Bermuda and overseas suppliers
- Research and select vendors
- Maintain economic order quantities to manage costs and adequate storage
- Obtain quotations as necessary
- Manage pricing and contract negotiations, where necessary
- Review requisitions/purchase orders and ensure proper authorization
- Develop and maintain established supply sources and relationships
- Clear orders through Customs in Bermuda, arrange transport to BIOS and receive goods in the warehouse

The following requirements regarding qualifications and skills are essential:

- Bachelor's Degree in business, science or engineering
- At least five years experience in purchasing
- At least three years relevant experience in a scientific research institution
- Proven experience in sourcing and delivering cost savings
- Experience in bulk purchasing, consolidations, shipments, receiving
- At least three years experience of transporting and working with hazardous chemicals and radioactive materials using professional best practices and standards
- Demonstrate strong interpersonal skills, written and verbal; negotiation, communication, analytical and organizational

Interested candidates should send a cover letter, CV/resume and at least two written references to:

Sandy Spurling, Human Resources Officer
The Bermuda Institute of Ocean Sciences (BIOS), Inc.
17 Biological Station, St. George's, GE01, Bermuda
Fax: 441-297-2222 or e-mail: sandy.spurling@bios.edu
Closing Date: 21 May, 2011

BIOS is an equal opportunity employer and operates a drug-free workplace and learning environment