



JAMAICA ENERGY PARTNERS | JOB POSTING

PURCHASING OFFICER

JOB SUMMARY

The incumbent is responsible for:

- Purchasing and expediting of all inventory items in a timely manner
- Obtaining competitive quotations for approved purchase requisitions on a timely basis
- Preparing / generating purchase orders on a timely basis for approved vendors based on the best terms and conditions that satisfy the requirements of the purchase requisitions using the Infor EAM software
- Liaising with suppliers on a regular basis to ensure that orders are processed and delivered in accordance with the terms of the purchase order
- Perform costing on items purchased before consumption
- Processing documentations related to purchasing for timely settlement of Invoices per company policy

JOB QUALIFICATION AND EXPERIENCE

The incumbent must possess:

- At least a Diploma in Business Administration / Accounting or its equivalent with two (2) years working experience in purchasing
- Ability to communicate effectively with customs officials and vendors
- Knowledge of relevant computer software

SUBMISSIONS

The deadline for submission is **June 16, 2017**. Please email all applications and résumés to

hr@jamenergy.com

We thank you for your interest.
Kindly note that only shortlisted candidates will be contacted.

POWERING SOLUTIONS