



CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal-oriented, responsible and committed person to join our Company in the role of **Buyer** in the **Procurement Services Department** of our **Finance & Business Support Division**.

Job Location: BEL Corporate Headquarters, Belize City

Duties:

Strategic Sourcing

- Support the solicitation process, source and purchase goods and services in accordance with Company policies and procedures.
- Draft solicitation materials (RFQs, Bid Notices etc.) for review by requesting department or Procurement Supervisor.
- Publish solicitation notices.
- Receive or obtain submissions, including quotations and bids, from vendors.
- Review quotations to select vendors based on established evaluation matrices.
- Generate and issue Purchase Orders (POs).
- Manage procurement logistics for Purchase Orders issued for goods
- Liaise, develop and maintain positive relationships with suppliers and vendors.

Procurement Administration

- Ensure that goods and services are delivered on time and within budget.
- Monitor supplier performance and take appropriate action to resolve issues.
- Liaise with the requestor to provide updates.
- Conduct market research to identify new suppliers and products that meet the Company's needs.
- Prepare reports and updates as required, including outstanding POs, Vehicle Plan, and Fuel Reconciliation.
- Maintain accurate records of procurement activities, including purchase orders, invoices, and supplier contracts.
- Perform other duties in service of the procurement strategy and assigned by the Supervisor, Strategic Sourcing.

Shared

- Collaborate with other departments to ensure that procurement activities support the Company's goals and objectives.
- Continuously identify opportunities for cost savings and process improvements.
- Ensure compliance with all applicable laws and regulations related to procurement activities.

Education & Experience:

- Associate Degree in Business Administration or related field
- Relevant experience would be an asset

Required Skills/Abilities:

- Excellent analytical skills
- Time management skills
- Strong organizational skills
- Detail-oriented
- Great relationship management
- Proficient in the use of Microsoft Word, Excel and Outlook

Salary: In accordance with Company's salary structure.

Submit application letter along with resume, copy of degrees and certificates and two (2) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**

Email subject: **Application – Buyer**

Addressed to: **Manager, Talent Acquisition & Development**

Deadline: **Monday, May 29, 2023**

Only electronic applications are being accepted at this time.

For more information or queries, please call 227-0954 Ext. 2901 or 1415.