



WASCO

WATER & SEWERAGE COMPANY, INC.

VACANCY NOTICE

JOB TITLE: Purchasing Supervisor
DEPARTMENT: Finance/Accounts
REPORTS TO: Senior Accountant

Position Objective:

The Purchasing Supervisor will be responsible for managing the acquisition process of goods and services to facilitate the operations of the Organization and ensure efficiency and accuracy in purchasing and the brokerage management process. The role involves ensuring timely procurement of critical materials and services, including overseeing local and international purchases and vendor management to avoid disruption of services while adhering to procurement policies and procedures.

Key Responsibilities:

The incumbent is required to perform the following functions:

- Develop and maintain procurement policies, procedures and plans for purchasing equipment, services, and supplies
- Conduct market research via catalogues, internet, and other media to establish product pricing, availability, and substitution
- Coordinate with internal departments to align procurement strategies with organizational priorities
- Coordinate with Accounts Payables team to resolve invoice discrepancies and ensure timely payments
- Provide feedback to department personnel on the status of their requests and delivery of goods and services
- Review the local cash and credit listings as well as foreign GRN's listing before passing on for processing
- Review and sign cheque requests memos for payments on foreign shipments
- Supervise the reconciliation of local cash receipts and local credit GRN's

- Follow up on foreign short-shipments and non-deliveries through the use of the foreign order reconciliation sheet
- Lead, train, and evaluate purchasing and brokerage staff, promoting, high standards of accountability, efficiency and integrity
- Support the development of the annual operating and capital budgets to help align with and achieve the Company's strategic goals for the upcoming fiscal year
- Support audit processes by maintaining accurate and organized procurement records and supporting documentation
- Notwithstanding the duties outlined above the incumbent is expected to undertake any other related duties assigned by the Supervisor or delegated by Management as deemed necessary

Qualifications & Experience

- Bachelors Degree in Accounts, Procurement, Business Management/Administration or related field with three (3) years' experience.
- OR
- Professional Certification such as CIPS, CPSM or Equivalent with at least five (5) years relevant working experience in purchasing and customs brokerage.

Knowledge, Skills and Abilities

- Proficiency in Microsoft Suite applications
- Strong negotiating and marketing skills
- Strong interpersonal and organizational skills
- Ability to be proactive and use initiative
- Demonstrated Supervisory Skills

Note: Candidates must own a personal vehicle and hold a valid Driver's License, as this is a traveling post.

Remuneration

This appointment is contractual and salary is in accordance with the terms and conditions stipulated by the Water & Sewerage Company Inc.

Application Process

Submit your application letter, curriculum vitae, and references under confidential cover to: hr@wascosaintlucia.com

Deadline: Friday May 30th, 2026

Only shortlisted candidates will be contacted. Please note that meeting the minimum qualifications does not guarantee an interview. WASCO reserves the right to select candidates whose credentials and experience best align with the requirements of the position.