



1894-5 Cleghorn Street | Belize City | Belize, Central America
Tel: 501-224-4158 | Email: sales@madisco.bz

Vacancy for Purchasing Analyst (Beverage) **Location: Belize City**

QUALIFICATION REQUIREMENTS:

MINIMUM REQUIREMENTS: Associate's Degree in Business Administration. Bachelor's Degree would be a plus. Minimum of two (2) years experience in purchasing.

DUTIES AND RESPONSIBILITIES:

- Liaising between suppliers, manufacturers, relevant internal departments and customers to ensure synchronisation of receipts of products.
- Identify potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.
- Work closely with Purchasing Manager and Customer Broker to ensure efficient and accurate ordering for timely receipt of products.
- Receive goods via purchase order in the system for foreign vendors and balance with cost sheet. Ensure that all items received are properly documented and is received in the right account.
- Review deliveries of goods against the orders.
- Track the status of international orders.

KNOWLEDGE AND SKILLS:

- Speak and write standard English, and communicate effectively, using clear, professional language. Spanish would be an asset.
- Professional attitude and appearance.
- Respond to guidance/direction effectively.
- Analytical skills.
- Forecasting
- Attention to details.
- Problem-solving skills.
- Knowledge of inventory management.
- Be able to work in a fast-paced environment.
- Good customer service skills.

KEY COMPETENCIES AND ATTITUDES:

- Candidate must have strong organizational skills, be highly motivated and flexible.

Interested persons can send completed applications to vacancy@roesons.com

Subject: **MADISCO COMPANY LIMITED– Purchasing Analyst (Beverage)- (Your Name)**
Application forms can be obtained at <https://madisco.bz/wp-content/uploads/2019/08/MADISCO-Job-Application-Form.pdf>

Only short-listed applicants will be contacted for interview.

Deadline: November 14th, 2025

JOB VACANCY