



We're inviting applications for:

# Supply Chain and Accounts Payable Executive

For Newport Water in **Barbados**

---

## ■ The Ideal Candidate

This role enables Newport Water's regional growth through hands-on execution that brings structure, organization, and operational discipline to supply chain operations and accounts payable.

The Supply Chain & Accounts Payable Executive coordinates purchasing, supplier relationships, shipment logistics, inventory administration, and supplier invoice verification. This role helps ensure that equipment, parts, and consumables are available to support installations and service delivery across the Caribbean while maintaining accurate supplier accounts and financial controls.

This is a hands-on operational role requiring strong organizational ability, attention to detail, and effective coordination with suppliers, logistics partners, operations teams, technical staff, and the finance department. The role also requires developing a working knowledge of Newport Water's product range and key components to support purchasing decisions, supplier discussions, and cost optimization.

## ■ Key Responsibilities

### 1. Purchasing & Supplier Coordination

- Act as the primary administrative liaison with suppliers for order coordination, product information, and supply updates
- Develop and maintain strong working relationships with key suppliers
- Prepare and issue purchase orders based on approved purchasing requirements
- Confirm pricing, availability, and delivery timelines with suppliers
- Maintain accurate supplier pricing, product, and shipping cost information across territories to support quoting and proposals

- Maintain organized supplier files, product documentation, and pricing records
- Follow up on outstanding orders, confirmations, and supplier commitments
- Liaise with suppliers regarding product issues including non-performing, damaged, or malfunctioning equipment
- Coordinate internally with senior technicians when technical input is required in supplier discussions
- Develop a working knowledge of the company's product range and components to support purchasing decisions and supplier discussions
- Support the identification and evaluation of alternative suppliers when addressing supply issues or improving purchasing term.

## 2. Logistics & Shipment Coordination

- Coordinate international and regional shipments with freight forwarders and logistics providers
- Track shipments from supplier to warehouse delivery
- Ensure shipping documentation is complete and properly recorded
- Maintain visibility of shipping timelines and communicate delivery schedules to operations teams
- Support customs documentation where required

## 3. Inventory Administration

- Maintain accurate inventory records within company systems
- Monitor stock levels and assist with reorder planning
- Support stock counts and inventory reconciliation activities
- Track stock transfers between locations and territories
- Ensure inventory data is updated promptly and accurately

## 4. Accounts Payable Processing

- Verify supplier invoices against purchase orders and goods received
- Identify and resolve discrepancies related to pricing, quantities, or shipping costs
- Maintain accurate supplier accounts and supporting documentation
- Reconcile supplier statements periodically
- Prepare supplier payment schedules for review and approval by the Finance Manager

## 5. Systems & Documentation

- Maintain organized digital records for purchase orders, shipping documents, and supplier invoices
- Ensure purchasing, inventory, and supplier data is accurate within company systems
- Maintain updated supplier cost data including product and shipping costs for operational and sales reference
- Support monthly reporting related to purchasing and supplier transactions
- Assist with improving documentation, process discipline, and digitisation within the supply chain function.

## 6. Collaboration & Operational Support

- Work closely with Operations Coordinators to ensure required parts and equipment are available for installations and service work
- Coordinate with the Finance team to ensure accurate accounts payable processing
- Support communication between suppliers, logistics providers, technical teams, and internal departments
- Escalate supply, delivery, or product issues promptly to management

## Skills & Competencies

- Strong organizational and administrative skills
- High attention to detail and accuracy
- Strong numerical and reconciliation ability
- Ability to manage multiple orders and tasks simultaneously
- Strong communication and supplier coordination skills
- Ability to build and maintain professional supplier relationships
- Comfortable working with digital business systems and spreadsheets
- Curiosity and willingness to learn technical product components
- Proactive problem-solving approach

## Experience & Qualifications

- Bachelor's degree or diploma in business, accounting, logistics, supply chain, or a related field preferred
- 3–5 years' experience in purchasing, logistics, inventory administration, supply chain coordination, or accounts payable
- Experience coordinating supplier orders or shipments is an advantage
- Exposure to technical products, equipment, or components is beneficial
- Experience working with accounting, ERP, or digital business systems
- Strong proficiency in Microsoft Excel

## Personal Attributes

- Reliable and highly organized
- Detail-oriented with strong follow-through
- Comfortable working in a fast-paced operational environment
- Collaborative team player who works well with operations, technical, and finance teams
- Professional and confident when interacting with suppliers
- Committed to accuracy and operational discipline

## Employment Information

Location: Barbados

Working Hours: 7:30am-4:30pm

Environment: Office

Type of Employment: Permanent

## Apply Now!

Submit your resume and certified copies of any relevant qualifications to [careers@newport-water.com](mailto:careers@newport-water.com) with the subject "SUPPLY CHAIN EXECUTIVE"

Deadline: March 27th, 2026

WHAT SUCCESS LOOKS LIKE IN THIS ROLE



---

## What Success Looks Like in the Role

Within the first year, the successful candidate will have developed a strong working knowledge of Newport Water's product range, supplier network, and purchasing processes. Supplier orders will be well coordinated, shipment timelines clearly tracked, and inventory records maintained with a high level of accuracy.

Supplier pricing, product information, and shipping costs will be well organized and easily accessible to support quoting and operational planning. Supplier invoices will be consistently verified against purchase orders and goods received, with discrepancies identified and resolved promptly.

Internal teams will experience reliable communication regarding order status, shipment timing, and stock availability. Supplier relationships will be responsive and professional, supporting dependable product supply and effective issue resolution.

Overall, the role will contribute to stronger operational discipline, improved visibility across purchasing and supplier records, and efficient accounts payable coordination.

-