


Job Description		Ad No:	ABTG 17 / 19	Rev #	1.1	 <small>\\Filesrv\hr\SHRAAdminFiles\HRDocuments\HumanResources\Job Adverts\2019\ABTG-LogisticsManager-Aug-19.doc</small>
Prepared By:	MJG	Expected Start Date:		Q3 2019		
Approved By:	PRS	Last Revision Date:		06-Aug-19		

Immediate Vacancy

Procurement Manager


A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work as the **Procurement Manager**, undertaking the development and management of the company's procurement department.

SYNOPSIS OF POSITION OFFERED

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work on a variety of projects within the Group's diverse portfolio. The position is described as Procurement Manager.

The responsibilities of the selected candidate are briefly described as undertaking the development and management of the company's procurement department and other various external and internal projects as well as assignments that are contracted to the **AquaBioTech Group**. The responsibilities of the selected candidate may include, but are not limited to the following:

- Support, oversight and management of the different activities within the procurement department, whilst ensuring that commercial and business engagements with suppliers are handled according to procurement policies, standards and guidelines, with visibility and transparency of spend.
- Logistics, customs and compliance with GOST standards are essential and it will be necessary for the employee to convey what standards are required for each project and that compliance is maintained in each project we develop, whereas ensuring maximizing the profitability, by managing the sourcing process for all related services and materials.
- Leading the logistic planning & sourcing process, organisation, maintenance of stock management, tendering, organization and tracking of inbound & outbound shipments, preparation of shipping papers according to customs regulations, local procurement, including local pickups, quantity and quality control of goods in inbound & outbound shipments
- Other duties as assigned by the company.

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Reporting directly to the Technical Director, the position is very demanding requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in isolated and multi-functional projects and in conjunction with a team of international staff based at our head-office based in Malta.

QUALIFICATIONS OVERVIEW

A successful candidate is likely to have a good solid a background in supply chain and/or procurement, preferably with at least an M.Sc. level of education, although experience-based candidates are encouraged to apply. Experienced with sourcing and procurement methodologies as well as procurement tools is essential.

The selected candidate will have a number of assignments to develop and work on in juxtapose but will also be expected to become involved in the overall marketing and promotion of the **AquaBioTech Group**'s services so as to ensure that a continuous stream of work comes into the company.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted.**

Questions about the application should be directed to the HR Manager, on hr@aquabt.com