


Procurement and Logistics Manager		Ad No:	ABTG 26 / 21	Rev #	1.1	 <small>V:\files\hr\HRAdminFiles\HRDocument\HumanResources\JobAdverts\2021\ABTG-ProcurementandLogisticsManager-29-Oct-21.docx</small>
Prepared By:	MJG	Expected Start Date:	Q4 2021			
Approved By:	LCD	Last Revision Date:	29-Oct-21			

Immediate Vacancy

Procurement and Logistics Manager


A position within **AquaBioTech Group** has arisen for a suitably qualified person to work as a **Procurement and Logistics Manager**, overseeing the development, management, and organisation of the department. The successful candidate will need to work closely with various departments in the company be to identify, contact and evaluate a wide range of international and local suppliers. The work also involves the complete transportation cycle of purchased goods to both national and international project sites. We expect the manager to identify and develop strategies for addressing long-term procurement and delivery challenges, logistical barriers, maintain inventory of key stock items and work closely with the other departments, including finance and accounting in order to ensure productivity, accuracy, transparency and cost efficiency.

SYNOPSIS OF POSITION OFFERED

A position within **AquaBioTech Group** has arisen for a suitably qualified and experiences person to lead an increasingly growing area of the business that serves every department within the Group's diverse portfolio. The position is described as **Procurement and Logistics Manager**.

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

- Oversight and management of the different activities within the procurement and logistics department, whilst ensuring that all commercial and business engagements with suppliers are handled according to procurement policies, standards and guidelines, with visibility and transparency of spend.
- Applied knowledge and experience in Logistics Management including import, export, customs legislation and documentation requirements are essential and will be necessary for the employee to contribute to our understanding of what standards are required for each international project and that compliance is maintained, while ensuring that we maintain our profitability by managing the sourcing process for all related services and materials.
- Leading the logistic planning and Procurement process the candidate will oversee the organisation and maintenance of stock control, tendering, organisation and tracking of inbound and outbound shipments, preparation of shipping papers according to customs regulations,

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local procurement, including local pickups, quantity and quality control of goods in inbound & outbound shipments,

- Other related duties as assigned by the company.

Reporting directly to the Chief Financial Officer (CFO) and indirectly to the Chief Technical Officer (CTO), the position is 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 management and/or procurement and logistics, preferably with at least an M.Sc. level of education, although experience-based candidates are encouraged to apply. Experience with sourcing and procurement methodologies as well as procurement tools are 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 **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 Department, on hr@aquabt.com