



Job Responsibilities – Procurement Manager

Reports to: Operations Director

Responsibilities: Manage global purchasing and logistics.

Responsibilities:

- Oversee all procurement, logistical and receiving functions to ensure internal and external client requirements are achieved in a timely manner;
- Develop department policy and procedure and implement 'best-practices';
- Negotiate prices, lead times and delivery of materials, equipment, and supplies from vendors;
- Provide logistical support for shipment of spare parts, project bought out items and other equipment;
- Work closely with other departments to ensure accuracy of individual part records, bills of materials and purchase requisitions / orders maintained within the enterprise system;
- Provide timely quotations and delivery lead times to internal and external clients;
- Prepare purchase requisitions, purchase orders and related documents and forms;
- Regularly follow up with vendors and clients on status of orders;
- Establish inventory systems and manage at optimal levels;
- Communicate effectively with the management team to ensure that purchasing issues are known and action plans are agreed upon and well-coordinated;
- Provide accurate and complete monthly and annual reports as required;
- Must have direct oilfield equipment purchasing background and fundamental knowledge of industry related equipment;
- Other duties as assigned.

Requirements

- Bachelor's degree plus minimum of 10 years of relevant experience **or** equivalent representative experience without degree;
- Detail oriented, highly organized with excellent communication skills.