

Position Description

Position Title: Procurement /Logistics Manager
Cost Center: 601-100
Work Location: Dammam, Saudi Arabia
Position Status: Full-Time
Division: Oil and Gas
Position Reports to: General Manager, Authentix Saudi Arabia Limited

JOB SUMMARY

The Procurement/Logistics Manager manages all activities in the facility warehouse, providing material support for both the Production and Logistics teams. The position also manages all incoming and outgoing marker stock including management of marker inventory for seven (7) injection locations throughout Saudi Arabia.

This position supports the field maintenance technicians in the shipment of consumables and laboratory supplies. The position encompasses the full procurement lifecycle, including sourcing local supplier candidates, selecting suppliers, establishing contracts with necessary performance criteria, issuing purchase orders and managing payments to suppliers.

SUMMARY OF ESSENTIAL FUNCTIONS

- Manage Marker Blending subcontractors and storage
- Oversee scheduling and marker delivery to all Aramco Sites
- Ensure delivery teams are always compliant with Aramco Safety and Health Policies
- Schedule outbound shipments from time to time, including working with freight forwarders
- Request quotes from carriers and determine the best and most affordable shipment options, as required.
- Manages materials received, checks goods against packing slips and seeks direction when materials do not match or are damaged.
- Participates as required in training on regulatory issues as they arise
- Brings regulatory compliance questions/ issues to the attention of management
- Supervises daily work activities of the warehouse.
- Coordinates monthly inventory counts for both local and remote stocking locations
- Generate monthly inventory reports for submission to Finance
- Ensure sourcing and procurement strategies and execution tactics protect the confidential aspects of our business and products
- Participate operations planning meetings to provide procurement expertise.

Position Description

- Lead complex negotiations and manage all aspects of the agreement and supplier relationships.

KNOWLEDGE, SKILLS AND ABILITIES

Key Skills

- Bachelor's degree from four-year college or university or equivalent combination of related education and experience in logistics (shipping/receiving/material handling/inventory control).
- Four+ years of international logistics experience with hazardous or dangerous goods, or related field with an International freight forwarder or within a chemical, or high technology industry.
- Knowledge and understanding of basic and international shipping methods
- Understanding of and ability to Pack and process hazardous materials, IATA certification a plus
- Understanding of GHS, HTS and NMFC codes
- Detailed knowledge of INCOTERMS 2010 and newer
- Interpersonal skills required for working efficiently and effectively with peers, subordinates, suppliers, client logistics departments and others.
- Knowledge of Microsoft Office products (Excel, Word, PowerPoint, Outlook)

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace