

## Vacancy – Procurement Manager

### We are Pioneers and Innovators!

This is an exciting opportunity to join our dynamic team in the Bristol office. The Geoquip Marine Group specialises in geotechnical site investigations for marine engineering and scientific research projects.

With over 30 years of experience in offshore data acquisition we strive to be the leader in safely delivering reliable geotechnical data for our customers.

We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and **we encourage creativity and innovation**. Great importance is also placed on maintaining the health, safety and welfare of employees.

Above all, employees are provided the same concern, respect, and caring attitude within the organization as the company owes its success to each individual employee.

### Job Summary

The Procurement Manager reports to the Drilling and Equipment Manager. The Procurement Manager needs to have experience within the drilling and geotechnical industry with knowledge of the equipment that is used throughout the company. He/she should focus on improvement of relations and account conditions with existing suppliers while finding and vetting new suppliers who can meet our needs more efficiently and assist the growth of the company.

Develop and implement the companies CMMS (UPKEEP) that will provide clear stock list of all our equipment for parts and spares within the company. Identify where there is opportunity to reduce procurement expenses, so the company can invest in growth and people.

Assist in budget development and management on specific projects. Assist with project management where required.

### Functions and duties

- Develop, hone and execute new improved procurement strategies across all channels of purchasing.
- Evaluate and enhance our operations by researching and prospecting developments in global spend.
- Manage all aspects of the supply chain and notify the Senior Management of any obstacles to ideal efficiency.
- Set appropriate benchmarks for spend by performing cost analysis.
- Evaluate suppliers on their performance, quality and cost (ISO9001 evaluations)
- Directing the procurement activities of the technical and non-technical maintenance employees.
- Develop policies and procedures for risk management, mitigation and operational efficiency.
- Evaluate each product against QHSE conditions and instructions of the Company.
- Reduce hazardous products where possible.
- Attend safety meetings and audits when needed
- Promotion of HSE in procurement and ensuring company HSE requirements are adhered to.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

**Qualifications and Experience**

Experience &/or recognised qualification(s) in procurement methods, procurement strategies and knowledge of equipment and maintenance systems, especially for offshore geotechnical drilling, vessels and/or other heavy equipment.

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to [careers@geoquip-marine.com](mailto:careers@geoquip-marine.com) with the vacancy title as your reference.