

Vacancy – Procurement and Logistics Coordinator

We are Pioneers and Innovators!

This is an exciting opportunity to join our dynamic and expanding 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 and Logistics Coordinator shall have experience within the drilling and marine industries with knowledge. He/ She should focus on providing admin support for the department and tracking of orders liaising closely with the logistics department 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

The duties assigned to Procurement and Logistics Coordinator will be varied; these will include but not be limited to the following:

- Provide support to and cover for the Procurement Manager when necessary.
- Improve procurement strategies across all channels of purchasing.
- Interface with Project Managers and the Procurement Manager to plan and prioritize purchasing activities.
- Ensure compliance with budgets and resolve any discrepancies.
- Ensure orders adhere to supplier agreements and contracts; report non-conformances.
- Identify opportunities and implement actions to achieve efficiencies.
- Review planned orders, create requisitions, and manage approval process.
- Transmit and prioritize approved purchase orders and supporting documents to supplier.

- Track order acknowledgement, prepare and communicate shortage and backlog reports, and provide visibility of potential interruptions.
- Track orders and confirm system lead times, delivery dates, and costs.
- Review, update, and maintain purchase orders until they are closed.
- Contribute to consolidation, reduction, and rationalization of the local supplier base.
- Evaluate suppliers on their performance, quality and cost (ISO 9001 evaluations).
- Directing the procurement activities of the technical and non-technical maintenance employees.
- 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 supply chain management, logistics, civil engineering or 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 with the vacancy title as your reference.