



## **JOB DESCRIPTION**

**Job Title:** Supply Chain Manager

**Department:** Procurement

**Job Reports To:** SVP of Engineering

**Date of last change/origination:** 10/2017

**Based:** Tampa, Florida

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Experienced procurement and global shipping specialist. Must have experience in procurement of engineered products as well as commodity components. Procurement for large industrial projects a plus. Familiarity with products the company routinely purchases including alloy and plastic piping, instrumentation and steel skids is required. Specific skills in purchasing and procurement of Brackish Water reverse osmosis (BWRO) or Seawater reverse osmosis (SWRO) desalination industry experience a plus but not required. Must have experience in negotiating long-term supply contracts. Must have experience in management of procurement and shipping personnel. Excellent written and oral communications are required.

### **Essential Duties and Responsibilities include the following:**

- Responsible for all purchasing and shipping activities of the company
  - Responsible for negotiating procurement contracts with new and existing suppliers
  - Responsible for maintaining the highest value suppliers to our company
  - Responsible for negotiating shipping contracts for all company freight services
  - Oversee shipping costs to maintain the lowest costs on each and every shipment of the company
  - Responsible to ensure all operating plants are properly supplied with needed components in at the most cost-effective and time sensitive manner possible
  - Direct day-to-day management of procurement and shipping personnel.
  - Prepare and present procurement and shipping information to the company on a regular basis.
- Other related duties may be assigned as required

### **Qualification/Requirements:**

- Must be bilingual in Spanish (written and oral)
- Able to negotiate and procure supply contracts
- Ability to communicate across a range of skill levels
- Fluent in all common computer software programs: Excel, Word, PowerPoint....
- Deep knowledge of purchase contracts terms and conditions
- Working knowledge of shipping contracts and terms and conditions
- Ability to make presentations to management

### **Education/Experience:**

- BS is a plus but not required
- 15 years experience in procurement and shipping

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