

## VACANCY: Deputy Supply Chain Manager

**Description:** We are currently seeking an experienced Deputy Supply Chain Manager to join our rapidly growing team. Core responsibility for this role is to support the departmental head and provide much needed support to an extremely busy department.

Applicants must have at least 5 years international Supply Chain experience (specifically working in Procurement & Inventory Management functions) ideally in the Oil & Gas or Construction fields. Candidates must also hold an internationally recognized relevant Supply Chain qualification (i.e. CIPS...).

Attention to detail and proactivity is a prerequisite for this role. GYSBI is a high-pressure, working environment with the supply chain function being key to operations running smoothly. Applicant must also have experience of working with e-procurement systems (SAP, Oracle or similar) plus be an advanced user of MS Office Suite applications.

**Job Type:** Long Term Role with 9 hours, 5 days' work week schedule

### Qualifications

Interested candidates are required to have:

- Internationally recognized relevant Supply Chain qualification
- Minimum of 5 years' experience of working within Oil & Gas or Construction Industries
- Minimum 3 years' experience in a supervision / management role
- Excellent IT skills and advanced knowledge Microsoft Office programs
- Excellent English oral and written language is a must

### Duties

The successful candidate will perform duties such as:

- Monitoring, organizing, supervising and mentoring of existing national staff in the Procurement and Warehousing departments to ensure they are achieving monthly KPI's and departmental objectives. Proactive and swift intervention is expected to solve any problems or issues as they arise, before they escalate
- Ensuring Supply Chain Policy & Procedures are being adhered to and continually improving on exiting processes
- Supply Chain Reporting (Monthly, Quarterly and Annual Departmental Reports)
- Use of SpendMap (e-procurement system) to monitor and report on the status of Purchase Requisitions, Purchase Orders, Deliveries, Invoicing, and Inventory Management

- Proactively building relationships with key Suppliers and sub-contractors to ensure Supply Chain grows with the company (including improving processes for Supplier Reviews and feedback meetings to address any issues)
- Assist SCM implement and monitor Cost Saving Initiatives
- Keep abreast of new suppliers and technology for continuous improvement
- Cover for the Supply Chain Manager during periods of Annual Leave

### Other Skills

- Attention to detail
- Ability to work independently, without supervision
- Great collaborative, proactive attitude required
- Problem solving skills are essential
- Communication and Leadership skills, reliability, and accountability
- Excellent interpersonal skills and the ability to communicate professionally to people of all nationalities

### Remuneration

Compensation will be based on academic qualification and experience.

### Instructions to apply:

1. Visit our website (<https://www.gysbi.com/careers>) and follow the instructions there to apply.

**Closing Date: Friday February 5<sup>th</sup>, 2021**